DOCUMENT RESUME

ED 176 416 EA 012 145

TITLE	State Plan for Fiscal Year 1980. School Food Service.
INSTITUTION	Kansas State Dept. of Education, Topeka.
PUB DATE	79
NOTE	89p.
EDRS PRICE	MF01/PC04 Plus Postage.
DESCRIPTORS	Breakfast Programs; *Financial Support; *Food Service; Lunch Programs; Needs Assessment; *Objectives; *Program Descriptions; *Program Evaluation
IDENTIFIERS	*Kansas

ABSTRACT

This plan for school food service in Kansas is intended to serve as a guide for the development and success of efficient nutritional programs at the local level. The topics covered include statistical facts of organization and funding of school food services; objectives for fiscal year 1980; descriptions of the various food service programs; evaluation of programs, including actual forms to fill out; needs assessment of Kansas students and staff by district; and evaluation of objectives set by the state in 1978 for six school food service programs. (Author/LD)

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State Plan for Fiscal Year 1980

School Food Service

Adopted by Governor John Carlin

April 9, 1979

Adopted by State Board of Education

May 8, 1979

Kansas State Department of Education
Kansas State Education Building
120 East 10th Street Topeka, Kansas 66612

ED176416

EA 012 115

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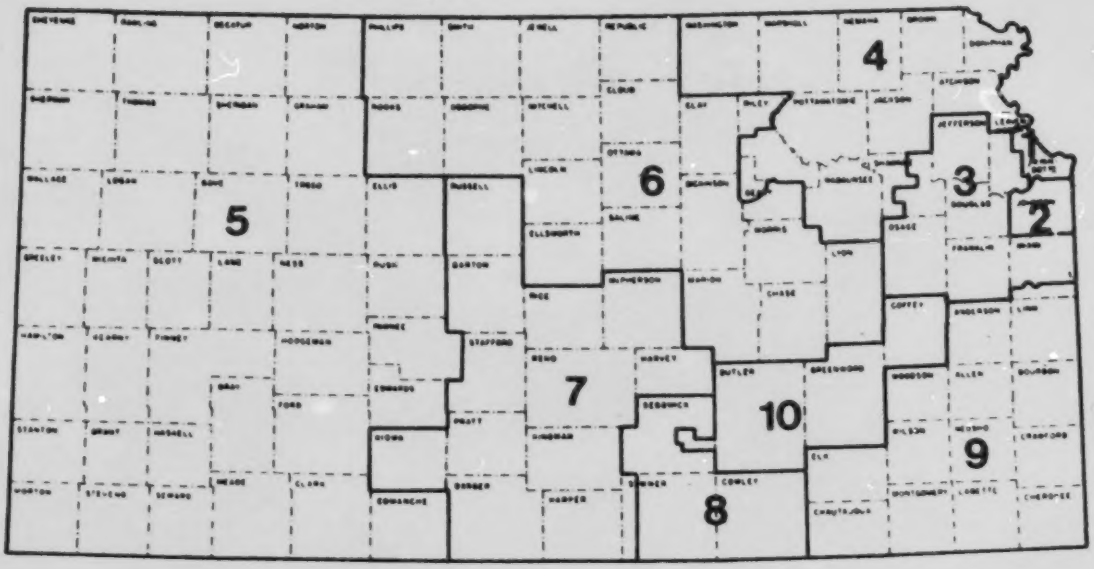

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FOREWORD

Efficient program management and program accountability are among the goals of the State Department of Education. To fulfill these goals, the School Food Service Plan presents required state and federal information and objectifies the administration and procedures of the child nutrition programs.

At the outset of the Plan, a decision was made to seek the widest possible sources of information and involvement in the planning process. In keeping with this approach, the School Food Service Section relied upon the input of the School Food Service Task Force. Membership in this Task Force was drawn from school districts' food service personnel, school administrators, and child care center directors. Recommendations of the Task Force were incorporated in a draft of this Plan.

This Plan is intended to serve as a guide for the development and success of efficient nutritional programs at the local level.

Merle R. Bolton
Commissioner of Education

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INTRODUCTION

The school food service programs administered by the School Food Service Section of the State Department of Education exert major nutritional and educational influences on the students attending schools throughout the state. The extensive programs of applied nutrition help the development of good eating habits which set a pattern for the maintenance of good health throughout life. The programs provide learning experiences about food and food values which reinforce classroom learning through actual practice. A number of school officials report that, for many children, participation in school food service programs brings about better attendance, increased attention span, improved scholastic performance, and improved attitudes toward school.

The school food service programs also have an impact on the economics of the state. In fiscal year 1978, the school districts spent approximately 57 million dollars for food, labor, equipment, and utilities in their respective food programs. To plan, prepare, and serve the food 5,356 school food service personnel were employed to serve primarily children; but some communities have chosen to extend services to senior citizens. Indirectly the school food service programs influence the economics of one-parent families and working mothers.

The United States Department of Agriculture administers the programs at the federal level through the Child Nutrition Division, Food and Nutrition Service. Administrative authority and responsibilities flow from these divisions through the Denver regional office to the State Department of Education. Within the Department the School Food Service Section administers the programs according to agreements with Child Nutrition Division and under state legislative authority. The section is then responsible for making agreements with participating schools or school districts.

The federal-state-local agreement for all programs is based on five major criteria: 1) to operate a nonprofit food service, 2) to serve meals that meet specified nutritional standards, 3) to serve food free or at reduced price to those who cannot afford the full price, 4) not to identify before his/her classmates the child who is receiving a free or reduced price meal or free milk, and 5) not to discriminate because of race, color, or national origin. Program compliance with Civil Rights regulations is continually emphasized. If any Civil Rights violation is found during the review process, a letter concerning the situation will be sent to the School Food Authority or sponsor. Any problems will be worked out by correspondence and additional on-site visits.

No other state agencies are involved with the overall operation of the school food service programs. There are joint responsibilities for inter-agency activities. The Department of Health and Environment and the state and local Fire Marshall inspect school facilities for compliance with their respective regulations. Two divisions in the Department of Social and Rehabilitation Services work with programs receiving cash benefits through the School Food Service Section. 1) The state youth centers are under the Division of Mental Health and Retardation Services. Reimbursements for breakfasts, lunches, and extra milk are paid by voucher transfers from National School Lunch Program, School Breakfast Program, and Special Milk Program funds. In these institutions reimbursement is paid for breakfasts and lunches served on weekends and school holidays. 2) In the Division of Services to Children and Youth, the Early Childhood Development Unit approves the child care program and staff for licensing which is done through the Bureau of Maternal and Child Health in the Department of Health and Environment. To be licensed, a center must meet health environmental standards.

Both the Department of Social and Rehabilitation Services and Department of Education perform on-site reviews and monitor for compliance with their respective departmental regulations. The Early Childhood Development Unit relies on the expertise of the personnel in the School Food Service Section to determine whether or not participating centers are fulfiliing program requirements.

The Division of Accounts and Reports, Department of Administration, completes final processing of program reimbursement vouchers and prints warrants for local reimbursement payments. The School Food Service Section is dependent upon this agency for completing a portion of the reimbursement process.

The school food service programs have experienced a continuous expansion from the time school lunches were given permanent status in 1946, growing from approximately thirty attendance centers participating to 1,728 on January 1, 1979. The immense increase in participation indicates that school food service programs have become an integral part of the total education program. Some factors which account for the lack of participation of all eligible attendance centers are antipathy to federal aid and a financial policy which does not provide money for facilities and operational expenses for meals in schools.

Financial management of food services in the local nonprofit operations, both public and private, depends on the financial policies of the agencies involved. These policies are somewhat related to the history of the individual program and also to the fact that the school food service programs, although an essential school service, provides an income, unlike other services. Local boards first accepted federal assistance in the expanding food services without having to alter the break-even policy and with a minimum of local financial support. Such a policy affects many aspects of the program, the most obvious being an attempt to balance rising expenses by increasing income.

The Office of Management and Budget Circular A-102 requires that all organizations, such as a unified school district, which administers or participates in a School Nutrition Program be audited at least once every two years. The purpose of the audit is to ascertain the effectiveness of the financial management systems and internal procedures that have been established by the organization to meet the terms and agreements of its federal programs. The School Nutrition Program need not be included in every audit; however, each audit includes an appropriate sampling of federal programs operated by the audited organization.

The Office of Management and Budget Circular A-102 also requires that all sponsors of the Child Care Food Program be audited at least once every two years. Audits of sponsors are conducted by the Fiscal Auditing Section in order of priority established by the School Food Service staff. Fifty percent of the sponsors are audited by established order within the first year. The remaining 50 percent are audited during the second year. In order to meet the federal Child Care Food Program audit requirement, the State Department of Education utilizes available federal funds for the salary, fringe benefits, and travel for one auditor. The estimated average cost per audit is 310 dollars. Approximately one man year is required to complete audits of one-half of the participating sponsors. In turn, the State Department of Education is audited by the Legislative Post Audit Section, which is directly responsible to the State Legislature.

The Fiscal Auditing Section is staffed by a director and nine auditors who are independent from the School Food Service Section. The auditors complete a financial audit of participating sponsors and School Food Authorities. Audit reports are submitted to the LEA Finance Section and the School Food Service Section. Audit follow-up letters to sponsors and School Food Authorities are written and mailed by the LEA Finance Section staff. The staff strives to have follow-up and the resolution of audit findings completed three months after receipt of the audit report. Some of the audit findings reveal errors in meal and milk count, which result either in overclaims or underclaims. These errors can be corrected more easily when follow-up is timely.

Several types of service are common in the school food service programs. One or more types may be used in a school district: food may be prepared in each district or in central kitchens serving the district and then transported to schools or institutions for finishing and serving. Food may be served in classrooms, gymnasiums, corridors, multi-purpose rooms, or in cafeteria dining rooms.

Since the beginning of the programs, the question of price has been a matter of concern when extent of participation is discussed. The student price ranges from forty-five cents in an elementary school to eighty-five cents in a secondary school; most prices are in the sixty cent range. Price is not the main factor affecting participation. The food itself is very important. If the food is attractively merchandized, palatable to taste, and ample in quantity, it can overcome such adverse conditions as overcrowded lunchrooms and long serving lines. A variety of menus to include ethnic and racial tastes and local food habits increases participation, regardless of price.

CHAPTER ONE

FACTS AND FIGURES OF SCHOOL FOOD SERVICE

STATE STAFF ORGANIZATION

The Kansas State Department of Education is organized to administer the school food service programs. In 1946, P.L. 79-396 gave permanent status to the National School Lunch Program and authorized the necessary appropriations for it. Significant amendments to the National School Lunch Act have been enacted, and additional programs were authorized by the Child Nutrition Act of 1966 (P.L. 89-642).

1. The Commissioner of Education is the administrative head of the State Department of Education.
2. The Assistant Commissioner of Agency Services is administratively directly responsible to the Commissioner. He has major administrative responsibilities related to all school food service programs.
3. The Director of School Food Service (04-05-00-001) for the School Food Service Section has direct administrative responsibility for seven programs — National School Lunch Program, School Breakfast Program, Child Care Food Program, Nutrition Education and Training Program, Cash in-lieu-of Commodities, Food Service Equipment Assistance Program, and Special Milk Program. The director advises the assistant commissioner in matters relating to food programs and audit review findings. Other responsibilites of the director include planning and coordinating supervisory assistance and program evaluations completed by the school food service specialists, visiting food service programs, and cooperating with other nutrition and food service organizations. The following percents indicate approximate allocations of time:
   - 80% Administrative duties (development of program policies and procedures, program approval and evaluation, personnel management, supervising audit follow-ups, and coordinating and providing supervisory assistance).
   - 10% On-site visitations and evaluations and cooperating with other organizations.
   - 10% Planning and conducting workshops and seminars.
4. The School Food Service Coordinator (04-05-00-013) spends approximately 60 percent of time assisting the section director with administrative duties. Responsibilities include assisting with preparation of state plans and annual budget, editing monthly newsletters, developing and revising forms and instructions for menu planning and accountability, and assisting with training of school food service specialists. Other responsibilities include coordinating outreach projects, summarizing evaluation reports, and cooperating with other organizations. The following percents indicate approximate allocations of time:
   - 60% Administrative duties (assisting with preparation of state plans, annual budget, developing forms and instructions, editing monthly newsletters, training school food service specialists, assuming responsibilities of the director during absences).
   - 30% Coordinating outreach, special projects, and continuing education; supervisory assistance; cooperating with other organizations.
   - 10% In-service meetings and workshops.
5. School Food Service Specialist (04-05-00-008) spends 70 percent of time in supervisory assistance to schools in metropolitan areas of northeastern Kansas, Region 1. In addition, the specialist plans, organizes, and conducts workshops and seminars for school food service personnel and school administrators. The following percents indicate approximate allocation of time:
   - 70% Supervisory assistance (on-site program evaluation, technical assistance, audit follow-up, public relations, compliance review, promotion of child feeding programs, professionalism).

15% Planning, organizing, and conducting workshops, seminars, and training classes for food service personnel and school administrators.

15% In-service meetings and office responsibilities (review of regulations, printout analysis).

6. School Food Service Specialist (04-05-00-010) spends approximately 60 percent of time in supervisory assistance to schools in north central and northeastern Kansas, Region 2. Other responsibilities include planning, organizing, and conducting workshops and seminars for school food service personnel and school administrators; participating in in-service meetings; completing office responsibilities; assessing applications for Food Service Equipment Assistance Funds; and completing facility surveys as necessary. The following percents indicate approximate allocation of time:

60% Supervisory assistance (on-site program evaluation, technical assistance, audit follow-up, public relations, compliance review, promotion of child feeding programs, professionalism).

15% Planning, organizing, and conducting workshops, seminars, and training classes for food service personnel and school administrators.

15% In-service meetings and office responsibilities (review of regulations, printout analysis).

10% Assessing applications for Food Service Equipment Assistance Funds and completing facility surveys as necessary.

7. School Food Service Specialist (04-05-00-006) spends 65 percent of time in supervisory assistance to schools in the western half of the state, Region 3. Other responsibilities include planning, organizing, and conducting workshops and seminars for school food service personnel and school administrators; coordinating continuing education with state universities and community colleges; participating in in-service meetings; and completing office responsiblities. The following percents indicate approximate allocation of time:

65% Supervisory assistance (on-site program evaluation, technical assistance, audit follow-up, public relations, compliance review, promotion of child feeding programs, professionalism).

15% Planning, organizing, and conducting workshops, seminars, and training classes for food service personnel and school administrators.

15% In-service meetings and office responsiblities (review of regulations, printout analysis).

5% Assistance with coordination of continuing education with state universities and community colleges.

8. School Food Service Specialist (04-05-00-009) spends 55 percent of time in supervisory assistance to schools in south central and southwestern Kansas, Region 4. Other responsibilities include evaluating nutrition education projects; planning, organizing, and conducting workshops and seminars for food service personnel and school administrators; participating in in-service meetings; and completing office responsibilities. The following percents indicate approximate allocation of time:

55% Supervisory assistance (on-site program evaluation, technical assistance, audit follow-up, public relations, compliance review, promotion of child feeding programs, professionalism).

15% Evaluating nutrition education projects in Regions 3 and 4.

15% Planning, organizing, and conducting workshops, seminars, and training classes for food service personnel and school administrators.

15% In-service meetings and office responsibilities (review of regulations, printout analysis).

9. School Food Service Specialist (04-05-00-002) spends 70 percent of time in supervisory assistance to schools in south central Kansas, Region 5. Other responsibilities include planning, organizing, and conducting workshops and seminars for school food service personnel and school administra-

tors; participating in in-service meetings; and completing office responsibilities. The following percents indicate approximate allocation of time:

70% Supervisory assistance (on-site program evaluation, technical assistance, audit follow-up, public relations, compliance review, promotion of child feeding programs, professionalism).

15% Planning, organizing, and conducting workshops, seminars, and training classes for food service personnel and school administrators.

15% In-service meetings and office responsibilities (review of regulations, printout analysis).

10. School Food Service Specialist (04-05-00-003) spends 75 percent of time in supervisory assistance to residential centers and schools in southeastern Kansas, Region 6. Other responsibilities include planning, organizing, and conducting workshops and seminars for school food service personnel and school administrators; participating in in-service meetings; and completing office responsibilities. The following percents indicate approximate allocation of time:

75% Supervisory assistance (on-site program evaluation, technical assistance, audit follow-up, public relations, compliance review, promotion of child feeding programs, professionalism).

15% Planning, organizing, and conducting workshops, seminars, and training classes for food service personnel and school administrators.

10% In-service meetings and office responsibilities (review of regulations, printout analysis).

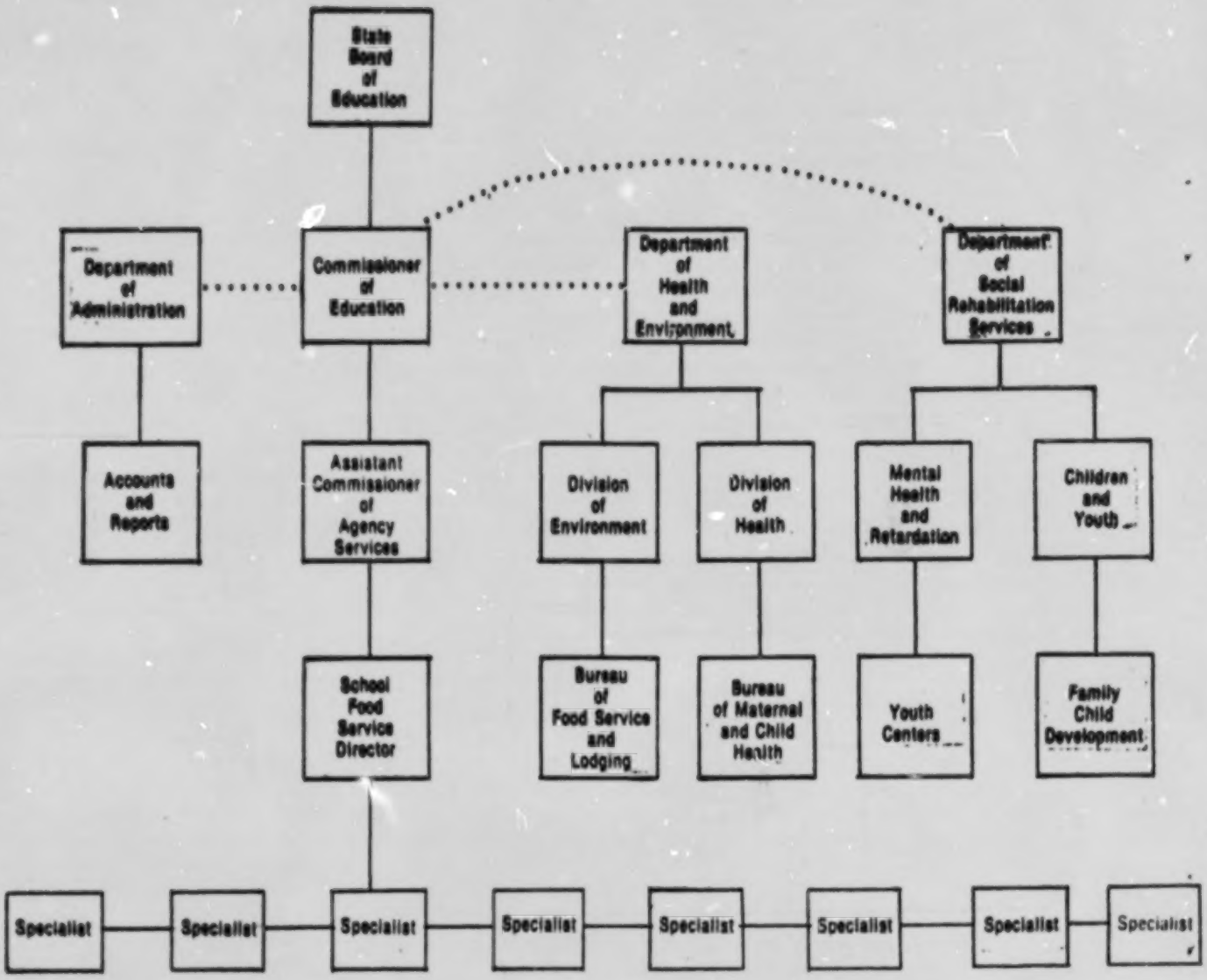
11. School Food Service Specialist (04-05-00-004) spends 75 percent of time in supervisory assistance to child care centers and sponsoring organizations across the entire state. Other responsibilities include planning, organizing, and conducting workshops and seminars for food service personnel and sponsoring organizations of the Child Care Food Program; participating in in-service meetings; and completing office responsibilities. The following percents indicate approximate allocation of time:

75% Supervisory assistance (on-site program evaluation, technical assistance, audit follow-up, public relations, compliance review, promotion of child feeding programs, professionalism).

15% Planning, organizing, and conducting workshops, seminars, and training classes for food service personnel and sponsoring organizations.

10% In-service meetings and office responsibilities (review of regulations, printout analysis).

Organization for Administering School Food Service



Staffing Pattern for State Agency
For Fiscal Year 1980

Positions	MAN-YEARS				Total Salary	
	Currently Filled		Currently Vacant			
	State	SAE	State	SAE	State	SAE
School Food Service Director	1	-	-	-	$ 26,597	-
School Food Service Coordinator	-	1	-	-	-	$ 21,830
Accounting Personnel	2	1.5	-	-	24,244	23,936
School Food Service Specialists	4	3	-	-	91,205	65,139
Audit Personnel	2	3	-	-	35,424	45,859
Clerical Personnel	1	1.5			9,649	14,429
TOTAL	10	10	-	-	$187,119	$171,193

Illustrative Statistics
State Fiscal Year 1978

Eligible School Attendance Centers	1,826
Participating School Attendance Centers—Meal Service	1,732
Participating School Attendance Centers—Special Milk Program Only	40
Participating Summer Camps—Special Milk Program Only	20
Number of Students Enrolled in Participating School Attendance Centers — Lunch	452,495
Breakfast	53,338
Attendance Centers without Meal Service	
Public	17
Nonprofit Private	37
Total Meals Served	
Lunch	51,431,416
Breakfast	1,726,723
Free and Reduced Price Meals Served	
Lunch	13,269,238
Breakfast	1,012,171
Average Daily Participation of Students in Participating Attendance Centers	
Lunch	285,730
Breakfast	9,593
Average Daily Attendance of Students in Participating Attendance Centers	
Lunch	420,820
Breakfast	49,604
Percent of Participation	
Lunch	67.9
Breakfast	19.3
Number of Servings—Special Milk Program	22,810,883
Child Care Food Program	
Number of Sponsors	103

Number of Sites	
Child Care Centers	172
Family Day Care Homes	168
Average Daily Attendance	4,468
Average Daily Participation	4,176
Total Meals Served	
Lunches and Suppers	1,018,455
Breakfasts	636,273
Supplements	1,495,403
Summer Food Service Program	
Number of Sponsors	28
Number of Sites	96
Average Daily Attendance	2,528
Number of Program Days	1,106
Total Meals Served	
Lunches and Suppers	130,752
Breakfasts	22,154
Supplements	51,573

Fiscal Statistics
Federal Fiscal Year 1978

Funds from State Revenues		
Disbursed directly to schools	$ 2,028,033	
State-level supervision	153,319	
Transferred to schools by local school districts	25,836	
Total State Revenues	$ 2,207,188	
Funds from Local Revenues		
Tax receipts from counties, municipalities, and school districts	$ 5,141,550	
Income from sale of food to children (not to adults)	22,189,405	
Other cash income from individuals, civic groups, and organizations	3,930,918	
Total Local Revenues	$ 31,261,873	
Total Non-Federal Revenues		$ 33,469,061
Funds from Federal Sources		
General Cash for Food Assistance, Lunch	$ 7,399,505	
Cash for Commodities, Lunch	6,605,430	
Special Cash Assistance for Free and Reduced Price Meals, Lunch	8,202,268	
Breakfast	488,439	
Cash for Commodities, Breakfast	51,805	
Special Milk Program	1,559,583	
Nonfood Assistance, Lunch and Breakfast for Schools	278,533	
State Administrative Expense	151,369	
Child Care Food Program	1,032,024	
Cash for Commodities, Child Care Food Program	139,748	
Summer Food Service Program	147,471	
State Administration, Summer Food Service Program	15,061	
Cash for Commodities, Summer Food Service Program	2,338	

Health Inspection, Summer Food Service Program	520	
Nonfood Assistance, Child Care Food Program	20,561	
Total Federal Revenue		$ 26,094,655
Total Revenue		$ 59,563,716
Less Funds not Disbursed to LEAs		
State-level Supervision	$ 153,319	
State Administration, Summer Food Service Program	15,061	
State Administrative Expense, All other programs	151,369	
Total Funds not Disbursed to LEAs		$ 319,749
Total Revenue Disbursed to LEAs		$ 59,243,967
Expenditures by Schools		
For Food	$ 30,939,931	
For Labor (cooks, dishwashers, etc.)	21,155,592	
For Other (equipment, utilities, etc.)	5,712,772	
Total Local School Expenditures		$ 57,808,295
Cash Carryover for Beginning Fiscal Year Operation		$ 1,435,672

State Administrative Expense Funds
For Fiscal Year 1978

Objectives Met	*Item*	*Cost*	
Objectives #1-23 (State Plan FY 1979)	Supervisory and Administrative Personnel Salaries		
	3 School Food Service Specialists	$58,310	
	1 Auditor	13,151	
	.5 Accountant	$ 7,269	$ 78,730
	Support Personnel Salaries		
	1 Clerk Steno I	8,166	
	1 Clerk Typist II	10,387	
	.5 Seasonal and Temporary	560	19,113
	Travel and Per diem Expenses	7,357	7,357
	Training	4,461	4,461
	Office Equipment	-0-	-0-
	Office Expenses	3,564	3,564
	TOTAL		$113,225

Federal Funding For Fiscal Year 1980

Reimbursement for Meals and Milk
(Based on Average Rates of Reimbursement
as Established by Federal Regulations)

	Reimbursement Unit (note each program)	X	*Avg. Number of Days of Operation*	X	*Avg. Rate of Reimbursement*	=	*Estimated Funding Need*	*Total*
National School Lunch Program								
General Cash For Food Assistance	300,017*		180		$ .1625		$8,775,497	
Special Cash Assistance for Free Meals	68,926*		180		.75		9,305,010	
Special Cash Assistance for Reduced Price Meals	19,535*		180		.55		1,933,965	
Cash for Commodities	300,017*		180		.1475		7,965,451	$27,979,923
School Breakfast Program								
Paid Meals	4,764*		180		.1375		117,909	
Free Meals	6,174*		180		.46		511,207	
Reduced Price Meals	572*		180		.38		39,125	
Cash for Commodities	11,510*		180		.035		72,513	740,754
Child Care Food Program								
Paid Lunches and Suppers	2,035**		200		.1625		66,137	
Free Lunches and Suppers	2,671**		200		.9125		487,457	
Reduced Price Lunches and Suppers	1,234**		200		.7125		175,845	
Cash for Commodities for Lunches and Suppers	5,940**		200		.1475		175,230	
Paid Breakfasts	1,150**		200		.1375		31,625	
Free Breakfasts	1,805**		200		.46		166,060	
Reduced Price Breakfasts	860**		200		.38		65,360	
Paid Supplements	3,398**		200		.0725		49,271	
Free Supplements	3,480**		200		.2650		184,440	
Reduced Price Supplements	2,095**		200		.2025		84,847	1,486,272
Special Milk Program								
Schools—Paid Rate	112,308**		180		.0725		1,465,619	
Schools—Free Rate	24,306**		180		.1250		546,885	
Institutions—Non-Pricing Rate	30,870**		325		.0725		727,374	2,737,878
					Sub total			$32,946,847+

* Average Daily Participation
** Average Daily Attendance

\+ All figures so noted are federal funds

Projected Expenditure Data For Federal — State Administrative Expense Funds Assistance

Justification	*Item*	School Programs *Projection of FY 79 Expend.*	School Programs *FY 80 Budget*	Child Care Program *Projection of FY 79 Expend.*	Child Care Program *FY 80 Budget*
According to federal regulations, the supervisory and administrative staff must provide supervisory assistance, complete a required number of audits, and monitor the financial management of the Child Nutrition Programs. The needs assessment of School Food Authorities indicated the school food service personnel and school administrators want more assistance in areas, such as recordkeeping and reporting, purchasing, and equipment and facility planning. The designated funds will be used to meet Objectives 1-19, to complete audits, to monitor the financial management of the programs, to provide supervisory assistance, and to monitor the sites in Kansas. These funds provide for an adequate staff who can, in turn, provide adequate assistance for program sponsors.	Salaries and Fringe Benefits for Supervisory and Administrative Personnel				
	1 School Food Service Coordinator	$10,500	$21,830	$22,976	$23,041
	3 School Food Service Specialists	40,324	42,098	14,304	15,019
	3 Auditors (CCFP 2 percent audit monies included)	29,413	30,840		
	1.5 Accountant	22,772	23,936		
In order for the staff to perform supervisory and administrative duties, there must be adequate personnel to perform supportive services, such as correspondence and preparing reports. The designated funds will be used for the completion of those services.	Salaries and Fringe Benefits for Support Personnel				
	1 Clerk Typist II			11,205	11,287
	.5 Seasonal and Temporary	3,377	3,142		
In order for the supervisory and administrative personnel to provide supervisory assistance, monitor programs, and complete audits, the staff members must travel to the sites. Specialists are assigned to regional areas; but due to the approximately 80,000 square miles which make up the state of Kansas, a great deal of travel is still necessary to visit all local programs.					
The designated funds will be used for travel expenses to meet Objectives 1-19, to provide assistance, to monitor programs, and to complete audits. These travel funds will allow the staff to visit programs on a regular basis.	Travel and Per diem Expenses for Supervisory and Administrative Personnel (CCFP 2 percent audit monies included)	21,500	23,000	10,000	14,000

Justification	Item	School Programs		Child Care Program	
		Projection of FY 79 Expend.	*FY 80 Budget*	*Projection of FY 79 Expend.*	*FY 80 Budget*
As indicated in Chapter 3 and the Objectives, there is a continual need for training food service personnel. Approximately 2,000 of the more than 5,000 school food service employees attend training classes and workshops. The designated funds will be used to meet Objectives 14-17 and to allow the School Food Service Section to provide training opportunities. Employees who are better qualified for the work they do will result in better Child Nutrition Programs in Kansas.	Training CCFP Outreach — 20% of total CCFP SAE Child Care Centers — 60% Family Day Care Homes — 40%	20,000	20,000		
Certain overhead expenses, such as rent and utilities, are necessary for the operation of an office. The designated funds will be used to pay those expenses.	Office Expenses	4,358	7,507		
	Total Direct Charges to Child Nutrition Programs	152,244	172,253	58,485	63,347
	Total Federal Funds (SAE) for Child Nutrition Programs	152,244	172,253+	58,485	63,347+
	Total State Funds for Child Nutrition Programs	179,051	182,690	0	0
	Total Federal and State Support for Child Nutrition Programs	$331,295	$351,043	$58,485	$63,347

Food Service Equipment Assistance Funds For Fiscal Year 1980

Objectives to be Met	*Item*	*Cost*
Objective #1	Reserved funds for public and nonpublic schools	$ 30,000
Objectives #3, 4, and 8	Unreserved funds for public and nonpublic schools for expanding and maintaining existing programs.	200,000
Objective #11	Funds for expanding and maintaining existing Child Care Food Programs	50,000
	Sub total	$ 280,000+
	+ Total Federal Funds	**$33,462,447**

State Funding For Fiscal Year 1980

The state provides 10 percent of the funds needed to match federal funds for meals served at the rate of three dollars non-federal funds for each one dollar federal funds.

Federal Funds	X	Matching Requirement	X	State Matching Requirement	=	State Program Funds	
$7,900,000		3		0.10		$2,370,000	
		State funds for state administration				182,690	
		Total State Funds					$ 2,552,690
		Total Funding (Federal and State) FY 1980					$36,015,137

CONSTRAINTS

	Federal Statute	Federal Regulations	State Statute	State Regulations	Professional Judgement
1. Child nutrition programs have to operate as nonprofit.	x	x		x	
2. Program income is to be used for only program purposes.		x		x	
3. Only meals which meet minimum requirements may be claimed for reimbursement.	x	x		x	
4. Meals have to be priced as a unit rather than a la carte.	x	x		x	
5. Free and reduced price meals have to be offered.	x	x		x	
6. Reimbursement claims have to be submitted in accordance with the process established by the state.		x		x	
7. By October 1 and March 1, estimates of number of students eligible for free and reduced price meals have to be submitted.		x			

CONSTRAINTS (continued)

	Federal Statute	Federal Regulations	State Statute	State Regulations	Professional Judgement
8. Competitive food (candy and pop machines) has to be allowed but controlled.	x	x		x	x
9. Every school district that offers school food service has to establish a food service fund in its budget.			x		
10. Local records have to be retained for five years.		(3 years)	x		
11. USDA sets stringent requirements for reports.		x			
12. To be eligible for Food Service Equipment Assistance Funds, school districts, schools, or institutions have to draw attendance from areas of low-income economic conditions.		x			
13. Matching funds are required: each dollar of general cash for food assistance must be matched by $3 local funds, for Food Service Equipment Assistance Funds—minimum 25 percent local funds unless the attendance center meets criteria for *especially needy funding.*	x	x			
14. The state has a fiscal year-to-year agreement with USDA.		x			
15. State activities are subjected to changes in reimbursement rates and income eligibility guidelines.	x	x			
16. Those who receive free or reduced price meals cannot be overtly identified.	x	x		x	
17. State and local agreements and policies have to be on file.		x		x	
18. Cash payments received in lieu of commodities have to be used to purchase food for the food service programs.	x	x			
19. Senior high school students must be offered all four components of a lunch, but are required to take only three of five food items for the lunch to be eligible for reimbursement.	x	x			
20. Sponsors participating in the Child Care Food Program must be licensed, must have tax exemption under section 501(c) (3) of the Internal Revenue Code, and must provide organized child care in nonresidential, non-school situations.	x	x			
21. Licensed residential child care centers participating in the National School Lunch, School Breakfast and Special Milk Programs must be public or must have tax exemption under Section 501(c)(3) of the Internal Revenue Code.	x	x			
22. All participating School Food Authorities and sponsors must be audited at least once every two years.		x			
23. The timing for submitting vouchers and receiving warrants delays the mailing of reimbursement checks to School Food Authorities.					x

CONSTRAINTS (continued)

	Federal Statute	Federal Regulations	State Statute	State Regulations	Professional Judgement
24. Changes in reimbursement rates often create a retroactive situation for payments.					x
25. Guidelines for development of state plan are received in January or February. The approved state plan must be submitted by May 15.					x
26. New regulations are issued by USDA and are effective immediately. Implementation of new regulations are often difficult if budgets are approved, class schedules established, etc.					x

Current Status of National School Lunch Program, School Breakfast Program, Child Care Food Program as of January 1, 1979

		ADA *
National School Lunch Program		
Estimated Number of Eligible Schools		
Public Schools	1,601	---
Private Schools	177	---
Residential Child Care Institutions	85	---
Number of Schools Participating in National School Lunch Program		
Public Schools	1,583	391,190
Private Schools	123	18,474
Residential Child Care Institutions	22	345
Estimated Number of Schools *Not* Participating in the National School Lunch Program		
Public Schools	19	4,655
Private Schools	54	8,694
Residential Child Care Institutions	63	750
School Breakfast Program		
Estimated Number of Eligible Schools		
Public Schools	1,601	---
Private Schools	177	---
Residential Child Care Institutions	85	---
Estimated Number of Schools without any Type of Food Service		
Public Schools	12	---
Private Schools	47	---
Residential Child Care Institutions	0	---
Estimated Number of Schools Not Participating in School Breakfast Program		
Public Schools	1,436	---
Private Schools	163	---
Residential Child Care Institutions	63	---

Estimated Number of Schools Not Participating in National School Lunch Program or School Breakfast Program But Having 25% or More Free and Reduced Price Eligibility		
Public Schools	0	0
Private Schools	2	127
Residential Child Care Institutions	63	750
Estimated Number of Schools Participating in National School Lunch Program Having 25% or More Free and Reduced Price Eligibility		
Public Schools	963	235,935
Private Schools	84	13,524
Residential Child Care Institutions	22	260
Estimated Number of Schools Participating in National School Lunch Program Having 25% or More Free and Reduced Price Eligibility But *NOT* Participating in School Breakfast Program		
Public Schools	845	28,420
Private Schools	79	12,558
Residential Child Care Institutions	0	0
Child Care Food Program**		
Number Sponsoring Organizations Participating in Child Care Food Program	8	---
Number Dependent Centers Under Sponsoring Organization	28	688
Number Family Day Care Homes Under Sponsoring Organization	217	913
Number Independent Centers Participating in Child Care Food Program	150	6,283
Number Independent After School Programs Participating in Child Care Food Program	5	195
Estimated Number of Eligible Independent Centers Not Participating in Child Care Food Program	232	8,350
Estimated Number of Eligible Family Day Care Home Not Participating in Child Care Food Program	1,097	4,390
Estimated Number of Eligible Sites		
Child Care Centers		
Full License	382	---
Pending***	499	---
Family Day Care Homes		
Full License	1,314	---
Pending***	1,305	---

* Average Daily Attendance
** Kansas does not license group day care homes and sponsoring organizations
*** Pending includes temporary licenses and new applicants

Outreach Data For Fiscal Year 1980

National School Lunch Program	**ADA***
Number of Schools Targeted for National School Lunch Program Expansion	15
Public Schools	5
Private Schools	5
Residential Child Care Institutions	5

Criteria For Selecting Targeted Schools
See Chapter Three, National School Lunch Program

School Breakfast Program

Number of Schools Targeted for School Breakfast Program Expansion		60
Public Schools	50	8,750
Private Schools	5	375
Residential Child Care Institutions	5	60
Schools Not Participating in National School Lunch Program But Having 25% or More Free and Reduced Price Eligibility		
Public Schools	0	---
Private Schools	0	---
Residential Child Care Institutions	5	60
Schools Participating in National School Lunch Program Having 25% or More Free and Reduced Price Eligibility		
Public Schools	35	6,100
Private Schools	3	225
Residential Child Care Instititutions	0	---
Other Schools		
Public Schools	15	2,650
Private Schools	2	150
Residential Child Care Institutions	0	---

Criteria For Determining Need
See Chapter Three, School Breakfast Program
Criteria For Selecting Targeted Schools
See Chapter Three, School Breakfast Program
Criteria For Selecting Schools with Severe Need
See Chapter Three, School Breakfast Program

Child Care Program

Number of Sponsors and Sites Targeted for Child Care Food Program Expansion	113	---
Sponsoring Organizations	2	---
Dependent Centers Under Sponsoring Organizations	3	60
Family Day Care Homes Under Sponsoring Organizations	100	400
Independent Centers	8	160

Criteria for Determining Especially Needy Status for Food Service Equipment Assistance
See Chapter Three, Food Service Equipment Assistance

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* Average Daily Attendance

CHAPTER TWO

OBJECTIVES FOR FY 1980

NATIONAL SCHOOL LUNCH PROGRAM

These objectives are in a prioritized order within each program as established by the task force which met November 30, 1978.

Statement of Objective #1 The School Food Service Section will continue to make the benefits of the National School Lunch Program known and available to all children in public and private schools and public or licensed nonprofit residential child care institutions regardless of race, color, or national origin.

Background for Selection of Objective

Availability of the benefits of the National School Lunch Program to children in public or licensed nonprofit institutions is a result of P.L. 94-105 Section 12 (d) (6) of the National School Lunch Act, amended to read as follows:

> *(6) 'School' means (A) any public or nonprofit private school of high school grade or under, (B) any public or licensed nonprofit private residential child care institution (including, but not limited to, orphanages, and homes for the mentally retarded)....*

Nine public and licensed nonprofit private residential child care institutions with twenty-two attendance centers now participate in the National School Lunch Program. Approximately eighty public or licensed nonprofit private residential child care institutions are eligible for participation in the National School Lunch Program. The Department of Health and Environment is the licensing agency.

Only one unified school district is not participating in the school food service program. That district does participate in the Special Milk Program. Two private schools with 214 enrollment started the program this year.

Expansion of the National School Lunch Program in the one remaining district would involve five attendance centers and approximately 880 students. Expansion of the National School Lunch Program in private schools would affect approximately sixty-seven attendance centers.

Major Steps to Achieve Objective

Step

1. By the end of the first quarter, the list of nonparticipating public or licensed nonprofit private residential child care institutions and public and private schools will be updated as necessary.
2. By the end of the second quarter, information of program benefits will be distributed to all new institutions and/or sponsors on the updated list and schools which meet criteria identified in Chapter Three.
3. Upon request, consultative service will be provided in establishing new programs.
4. Food Service Equipment Assistance Funds will be made available to initiate a National School Lunch Program in schools and residential child care institutions which indicate a justifiable need.
5. By the end of the fourth quarter, outreach activities will be reviewed for effectiveness and revised if necessary.

Evaluation Procedure to Determine if Objective Has Been Met

The benefits of the National School Lunch Program will be available to all children in public and private schools and public or licensed nonprofit residential child care institutions regardless of race, color, or national origin. A list of all public and private schools and public or private nonprofit residential child care institutions will be on file in the School Food Service Section. A commitment from each participating school and institution that the benefits of the National School Lunch Program are available to all students will be on file in the School Food Service Section.

Statement of Objective #2 The School Food Service Section will continue to provide specialized assistance in the improvement and simplification of the recordkeeping phase of financial management of the school food service programs in at least 5 percent of the School Food Authorities in addition to ongoing assistance provided to all School Food Authorities.

Background for Selection of Objective

Because of rising costs and tight budgets, sound financial management is essential for school food service programs. Increased reimbursement rates contribute needed assistance and enable the schools to provide students with a low-cost or free meal which is both nutritious and of high quality. However, to provide cost data so that an accurate meal cost supportive of reimbursement can be computed, School Food Authorities must keep complete and accurate records. Recordkeeping has been simplified somewhat by eliminating the requirement of retaining a file copy of the daily record form in each attendance center. Further simplification of reporting procedures which may reduce recordkeeping cost is constantly emphasized on the state and local level.

The majority of school food service programs have developed accurate and efficient methods of recordkeeping. However, data processing printouts indicate a need for improving the recordkeeping procedures in some programs. Specialized assistance is sometimes requested by School Food Authorities.

Major Steps to Achieve Objective

Step

1. Data processing printouts will be analyzed each month to pinpoint areas for improvement, for example, food cost and labor cost.
2. According to data obtained in Step 1, School Food Authorities needing improvement of the recordkeeping phase of financial management will be determined.
3. Those School Food Authorities on the list will be advised personally by either letter, telephone, or during supervisory assistance visits.
4. Articles pertaining to accurate and efficient recordkeeping procedures will be printed in the *School Food Service News*.
5. Recordkeeping simplification will be reviewed to determine areas for future improvement.
6. On request, School Food Authorities will be provided specialized assistance.

Evaluation Procedure to Determine if Objective Has Been Met

Records will indicate that 5 percent of the School Food Authorities will be assisted in the improvement and simplification of the recordkeeping phase of financial management of the food service programs in addition to ongoing assistance. Evidence of the activities to fulfill this objective will be on file in the School Food Service Section.

Statement of Objective #3 The School Food Service Section will continue to assist those attendance centers having average daily participation of less than 40 percent to increase their participation in the National School Lunch Program.

Background for Selection of Objective

A survey conducted by USDA indicated that participation in high schools was declining. A high school participation project, conducted for the purpose of promoting the economical and nutritional values of the school food service program, revealed the following reasons contributed to the decline of high school participation: *open campus* lunch hours, a la carte snack bars, unpleasant dining room atmosphere, lack of choice, lack of salesmanship and merchandising of food items, and lack of administrative support. These factors are also responsible for low participation in Kansas schools.

School administrators and food service personnel have indicated an increase in student participation in senior high schools after implementation of *offer vs. serve*. This may be because a wider selection of food items is now offered. Continued supervisory assistance in this area will increase participation in additional schools.

Major Steps to Achieve Objective

Step

1. Public relations, salesmanship, merchandising, and the fact that students are customers will be emphasized through articles in the *School Food Service News*, training workshops, and presentations at school food service association meetings.
2. Suggestions for involving students, engaging administrative support, improving atmosphere in dining rooms and service areas, and planning menus to include choice will be distributed to school administrators, student committees, and school food service personnel.
3. When supervisory assistance is provided, activities to increase participation will be discussed with school administrators and school food service personnel.
4. Food Service Equipment Assistance Funds will be made available to those schools changing their serving arrangements, so choices can be offered and food items can be merchandised.

Evaluation Procedure to Determine if Objective Has Been Met

Records will indicate that those attendance centers which have an average daily participation of less than 40 percent have been assisted in increasing their participation in the National School Lunch Program.

Statement of Objective #4 The School Food Service Section will assist attendance centers participating in the National School Lunch Program in encouraging consumption of the nutritional meal prescribed by the United States Department of Agriculture.

Background for Selection of Objective

Schools participating in the National School Lunch Program are required to serve lunches meeting the nutritional requirements prescribed by USDA. The Type A lunch was designed to meet one-third of the minimum daily nutritional requirements of a child ten to twelve years of age. By making some adjustments, this meal pattern can be adapted to meet the nutritional requirements for children of all ages.

In some schools, the nutritional meal is not consumed. Food likes and dislikes, method of preparation, size of portions, quality of food, and atmosphere in the serving area and dining room are some of the factors affecting meal consumption.

National concerns in the areas of economy and ecology have aroused much controversy about food waste. As a result of these concerns, P.L. 94-105 states that students in senior high schools participating in the National School Lunch Program shall not be required to accept offered foods which they do not intend to con-

sume. Failure to accept offered foods shall not affect the full charge to the students for a lunch meeting the requirements, or the amount of reimbursement made to any school for such a lunch. P.L. 95-166 contains a similar provision which may be implemented in junior high schools.

The *offer vs. serve* provision was implemented in senior high schools at the opening of the 1976-77 school year and in junior high schools at the opening of the 1978-79 school year. The verbal comments from school food service personnel indicate food consumption has increased some in junior and senior high schools; however, there is still a large amount of food not being consumed in some elementary schools. Nutrition education activities and special efforts to consider the above mentioned factors are still needed at all levels.

Major Steps to Achieve Objective

Step

1. Supervisory assistance will be provided through on-site visits, correspondence, and the ***School Food Service News*** in the following areas: menu planning, dining room atmosphere, attitudes of servers, utilization of equipment, and time management.
2. Food Service Equipment Assistance Funds will be made available to those schools changing their serving arrangements so choices can be offered and food items can be merchandised.
3. Methods of merchandising food items will be distributed to participating schools.
4. Nutrition education programs will be supported in all schools.
5. Identified problems that are encountered with *offer vs. serve* will be discussed during on-site reviews.
6. Guidelines for meeting nutritional requirements in junior and senior high schools will be available upon request.
7. A Civil Rights Compliance Review, including a review of admission policies for private schools, will be completed during each on-site visit.

Evaluation Procedure to Determine if Objective Has Been Met

Records which indicate that assistance to encourage consumption of the nutritional meal prescribed by the USDA were given attendance centers participating in the National School Lunch Program will be on file in the School Food Service Section.

Statement of Objective #5 The School Food Service Section will assist School Food Authorities with program efficiency by encouraging the concept and utilization of school food service directors.

Background for Selection of Objective

School food service is the largest food service business in Kansas and in many of the local communities. In Kansas, approximately 57 million dollars were spent during the 1978 fiscal year. Directors or supervisors with college degrees are employed in only 7.5 percent of the program sponsors. Eleven percent of the program sponsors have employed directors or supervisors with more than ten years experience in lieu of a college degree. The superintendent, business manager, clerk of the board, building principal, or the cook manager in a school kitchen administers the school food service in the other program sponsors.

In some areas, it might be possible for two or three small school districts to share a qualified director who can coordinate and centralize program functions and responsibilities, such as purchasing, recordkeeping, equipment planning, and menu planning.

Major Steps to Achieve Objective

Step

1. The importance of qualified directors in multiple unit programs will be presented in face-to-face consultation with authorized representatives.

2 A sample job description with minimum and maximum qualification guidelines for a school food service director of a local education agency will be distributed upon request.

3 An article explaining the advantages of having a school food service director (director in multiple unit programs or cooperative coordinator) will be printed in the *School Food Service News*.

4 Organizations, such as the Kansas School Food Service Association, will be requested to consider Multiple Unit Program Director or Cooperative Coordinator as a topic for discussion in their programs.

Evaluation Procedure to Determine if Objective Has Been Met

The concept and utilization of school food service directors will be encouraged through presentation and discussion as indicated in the records in the School Food Service Section.

SCHOOL BREAKFAST PROGRAM

Statement of Objective #6 The School Food Service Section will maintain supervisory assistance to existing School Breakfast Programs.

Background for Selection of Objective

In 1966-67 there were four breakfast programs in Kansas, and by the fall of 1978 this number had grown to a total of 201. Continued supervisory assistance is needed in the areas of menu planning, recordkeeping, and accountability.

Since 1966, reimbursement rates have also increased by 135 percent. This money, plus sales to students, must be budgeted carefully to ensure a self-supporting program.

For the program to be successful, serving of breakfast must become a part of the total school day. Breakfast service should be usually quick and efficient, with the meal served within fifteen to twenty-five minutes. Menus should be carefully planned to create and maintain student interest. In addition to minimum requirements, meat and other protein-rich foods should be included as often as is practicable to improve the nutrition of participating students.

Major Steps to Achieve Objective

Step

1 Consultative service will be provided.

2 Menu planning and nutritional contributions of meals will be analyzed to determine adequacy of meals.

3 Procedures for personnel and time management will be reviewed to determine efficiency.

4 Preparation of records and reports will be analyzed to determine accuracy.

5 Student participation and menu acceptability will be analyzed.

6 Problem areas will be identified.

7 Corrective action to alleviate problems will be suggested.

8 A Civil Rights Compliance Review will be completed during each on-site visit.

Evaluation Procedure to Determine if Objective Has Been Met

Evidence of supervisory assistance to existing school breakfast programs will be found in reports on file in the School Food Service Section.

Statement of Objective #7 The School Food Service Section will promote the establishment of School Breakfast Programs with emphasis on attendance centers determined to be in severe need.

Background for Selection of Objective

According to the Children's Foundation of Washington, D.C., approximately eight million children go to school hungry even though legislation permits schools to serve nutritious breakfasts at minimal cost. In a progress report on the National School Breakfast Program, the foundation says, *Despite the federal law passed twelve years ago establishing the School Breakfast Program at virtually no cost to local schools, only 20 percent of the nation's schools offer breakfast.* As a result, says the foundation, *Breakfast remains a missed opportunity at a time when the proportion of children living in poverty in the United States is even greater than it was in 1970.*

To find out about obstacles to the breakfast program, the foundation interviewed 120 educators, administrators, and food service personnel in ten states (Kansas was not one of the ten). Major difficulties included rescheduling bus arrivals, getting meals to schools, and hiring food service workers and teachers to supervise breakfast. The foundation concluded, *Even though the federal government picks up almost the entire tab for the expenses involved, school systems are reluctant to change, especially if they are not pushed.*

However, the report developed fears and prejudices behind the practical problems. One is a belief that school breakfast programs will undermine the family by *usurping its funding role.* Another is that *the primary job of the school is to educate, not to provide custodial care or welfare services.* Still another administrator said, *I resent the fact that I have to run a restaurant.*

The foundation believes that these underlying fears and problems could be reduced if all out effort is made to publicize the importance of the program and to provide accurate and up-to-date information about reimbursements and the ease with which the program can be established.*

Major Steps to Achieve Objective

Step

1. Schools in severe need will be identified.
2. School Breakfast Program information will be distributed by mail to school administrators and school food service personnel.
3. Follow-up of those attendance centers which do not respond will be conducted by mail or telephone.
4. Consultative service will be available upon request.

Evaluation Procedure to Determine if Objective Has Been Met

Evidence of promoting the School Breakfast Program in attendance centers determined in severe need will be found in reports on file in the School Food Service Section.

Statement of Objective #8 The School Food Service Section will assist with the establishment of new school breakfast programs in 2 percent of the attendance centers not now participating.

Background for Selection of Objective

A pilot breakfast program was authorized by P.L. 89-642 and was funded for two years. When selecting schools to participate in this program, school food service specialists gave first consideration to schools drawing attendance from areas in which low-income economic conditions existed and to schools in which a substantial proportion of the children enrolled traveled long distances daily.

The National School Lunch Act and Child Nutrition Act of 1966 Amendments of 1975, Section 4, was amended by adding at the end thereof the following new subsection:

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* *Barriers to School Breakfast.* A Report from the Children's Foundation. Washington, D.C., November, 1978.

(g) As a national nutrition and health policy, it is the purpose of the Congress that the school breakfast program be made available in all schools where it is needed to provide adequate nutrition for children in attendance...

From an educator's point of view, breakfast is probably the most important meal of the day. Studies show that no more than 20 percent of the households in the U.S. eat an adequate breakfast. This poor breakfast habit is not confined to any particular economic group or area. Nutritionists agree that between one-fourth and one-third of the day's required nutrients must be consumed at breakfast if one is to maintain maximum productivity. The nutrients missed at breakfast are rarely made up during the day.

The federally funded School Breakfast Program makes breakfast available to all children, feeds those who might otherwise miss the most vital meal of the day, teaches what good nutrition is, and in some cases helps lighten the financial burden of families. About 11 percent of the schools in Kansas are participating in the School Breakfast Program. The School Breakfast Program has not grown as rapidly as USDA expectations; therefore, they are encouraging statewide outreach and expansion.

Major Steps to Achieve Objective

Step

1. Information will be disseminated to public and nonpublic schools which have been targeted for School Breakfast Program expansion.
   a. During first quarter, targeted schools will be identified.
   b. Thirty-three percent of targeted schools will be contacted during each of first three quarters.
   c. General program information, projected costs and revenue to schools, success stories, and encouragement to undertake a parent survey will be presented to school administrators.
2. Consultative service will be provided on request.
3. A biannual mailing of School Breakfast Program information to school administrators and school food service managers in all nonparticipating schools will be accomplished through articles published in the *School Food Service News* including general program information, costs, reimbursement, promotional material, a sample parent survey, and the offer of a presentation and assistance.
   a. The first mailing will be completed by the end of the second quarter.
   b. The second mailing will be completed by the end of the third quarter.
4. An annual mailing of School Breakfast Program information to school administrators in non-program schools will be completed by the end of the third quarter. Because non-program schools do not have school food service managers, a biannual mailing to them cannot be completed.
5. Food Service Equipment Assistance Funds will be made available for attendance centers implementing a breakfast program.
6. Presentations to targeted schools will be made at school food service workshops.

Evaluation Procedure to Determine if Objective Has Been Met

Records will indicate that 2 percent of the attendance centers not now participating in the School Breakfast Program will be assisted with the establishment of new school breakfast programs.

CHILD CARE FOOD PROGRAM

Statement of Objective #9 The School Food Service Section will conduct at least eight (8) training sessions for sponsoring organizations of the Child Care Food Program with emphasis on their responsibility for keeping and submitting complete and accurate records and for meeting minimum nutritional requirements.

Background for Selection of Objective

Sponsors of child care food programs are responsible for obtaining approval of programs, serving meals that meet minimum nutritional requirements, keeping accurate records for accounting, and maintaining a file of records for a specified time. Many persons in child care food service are not familiar with the nutritional requirements and recordkeeping necessary for program operation. To help sponsoring organizations and staff

develop more efficient and effective operations, training sessions are needed. Responsibilities of sponsoring organizations, introduction and interpretation of reporting forms, use of the *Menu Planning Book*, planning and calculating menus, and completing reimbursement claims are stressed.

As centers are visited by school food service specialists, directors of child care centers have stressed the need for training sessions. They indicate that not all information can be transmitted in newsletters and correspondence.

Major Steps to Achieve Objective

Step

1. Need for the training will be assessed according to audits, reimbursement claims, requests, and discussions during on-site visits.
2. Sites for the training sessions will be selected according to the identified areas where the training is needed.
3. Permission will be requested for use of facilities to hold training sessions in selected sites.
4. Sessions will be organized around the capabilities of interested participants in recordkeeping, reporting, meal requirements, sanitation, utilization of equipment, and nutrition education.

Evaluation Procedure to Determine if Objective Has Been Met

Eight training sessions will be conducted for sponsors of child care food programs.

Statement of Objective #10 The School Food Service Section will provide supervisory assistance for all sponsoring organizations and sponsors of new programs and for 60 percent of those independent child care food program sponsors now participating.

Background for Selection of Objective

Carrying out food service programs in the approved child care centers is the responsibility of the sponsor. Many of these sponsors are not aware of the nutritional requirements and the records needed to maintain the program.

The Kansas State Department of Education provides consultative, technical, and managerial personnel to review program performance and to give assistance. Supervisory assistance includes workshops, newsletters, and visits to participating sponsors and sponsoring organizations to ensure adequate menus, accurate records and reports, and efficient management.

As of January 1, 1979, 43 of the 104 authorized representatives were recently appointed and had no previous experience with the Child Care Food Program. This group needs consultative assistance as soon as possible after the authorized representatives assume their responsibility.

Major Steps to Achieve Objective

Step

1. Menu planning and nutritional contributions of meals will be studied.
2. Procedures for preparation of records and reports will be reviewed.
3. Problem areas of the programs will be identified.
4. Corrective action to alleviate the problems will be suggested.
5. Consultative service will be provided to help with corrective action.
6. Child care centers will be advised to purchase food from school food service programs if it is impossible to prepare meals on site.
7. Management plans submitted by participating sponsoring organizations will be reviewed and approved.

8 A Civil Rights Compliance Review, including a review of admission policies for child care centers, will be completed during each on-site visit.

Evaluation Procedure to Determine if Objective Has Been Met

All new programs and 60 percent of the existing programs will be visited and supervisory assistance provided as evidenced by reports on file.

Statement of Objective #11 The School Food Service Section will expand the Child Care Food Program by enrolling ten (10) eligible sponsors and/or sponsoring organizations not now participating.

Background for Selection of Objective

In 1968, the National School Lunch Act was amended to add a new section extending the eligibility for participation in the Child Nutrition Programs to include children in *service institutions*. The eligible institutions were limited to public or private nonprofit centers which provided day care to children from areas in which poor economic conditions existed or from areas in which there were high concentrations of working mothers.

This limitation was lifted by P.L. 94-105 passed in 1975. States are now allowed to initiate, maintain, or expand the Child Care Food Program to any licensed, nonprofit, nonschool, nonresidential center that has an organized program for child care. The School Food Service Section has determined that all eligible centers need the program.

The nonprofit criterion is the factor which narrows the field for expansion, because most of the incorporated centers with tax-exempt status under section 501(c)(3) of the Internal Revenue Code are presently participating in Child Care Food Program.

Step

Major Steps to Achieve Objective

1 By the end of the fourth quarter, information about program participation, application procedures, program benefits, and availability of Food Service Equipment Assistance Funds will be sent to all nonparticipating centers as names and addresses are received from the State Department of Health and Environment.

2 Upon request, consultative service will be provided.

3 All new participating sponsors will be visited by a school food service specialist.

4 By the end of the third quarter, child care associations and child care centers now in the program will be encouraged to serve as sponsoring organizations for family day care homes. Consultative services by a school food service specialist will be available.

5 By the end of the fourth quarter, outreach activities will be reviewed for effectiveness and revised if necessary.

Evaluation Procedure to Determine if Objective Has Been Met

The Child Care Food Program will be expanded by ten eligible sponsors and/or sponsoring organizations. Evidence of this will be on file in the School Food Service Section.

SPECIAL MILK PROGRAM

Statement of Objective #12 The School Food Service Section will provide information about the Special Milk Program to all public or private attendance centers which are not currently participating and provide assistance upon request.

Background for Selection of Objective

Any attendance center may participate in the Special Milk Program by making written application to the State Department of Education.

In participating attendance centers, milk is available to all students regardless of their ability to pay. Free milk is available to all students who are eligible for free lunches when milk is served at times of no meal service. Reimbursement is provided so the charge to paying students can be reduced from what it would normally be if the school were not in the Special Milk Program. Reimbursement for milk served free to eligible children is based on the average cost of milk purchased from suppliers.

Ninety-eight attendance centers with an enrollment of approximately 15,000 are not presently participating in the Special Milk Program.

Major Steps to Achieve Objective

Step

1. The list of public and private schools which are not participating in the Special Milk Program, National School Lunch Program, or School Breakfast Program will be updated.
2. Participation in the Special Milk Program will be encouraged through letters, news releases, *School Food Service News*, and personal contacts to school administrators so that the program may be expanded.
3. If a school is not participating in the Special Milk Program, information will be sent to the school administrator and a visit will be made upon request.
4. Upon request, the necessary forms and instructions will be mailed.

Evaluation Procedure to Determine if Objective Has Been Met

A list of all the public and private schools to whom information has been sent and assistance given about the Special Milk Program will be on file in the School Food Service Section.

Statement of Objective #13

The School Food Service Section will monitor the implementation of the Special Milk Program in participating attendance centers.

Background for Selection of Objective

Section 3 of the Child Nutrition Act of 1966, as amended, states that students who qualify for free lunches under guidelines set forth by the Secretary of Agriculture shall also be eligible for free milk when it is served at times of no meal service. Eligibility for free milk is determined by the standard set forth in current regulations.

To be eligible for reimbursement, each School Food Authority must submit a free and reduced price meal and free milk policy statement to the State Department of Education for approval; make milk available to all eligible students whenever milk is made available at times other than during a meal service period; make milk available to eligible students who elect not to take a free meal under the National School Lunch Act when milk is made available during a meal service period; make no discrimination against any child because of his inability to pay for the milk; make maximum use of the reimbursement payments to reduce the price of milk served to students who pay; and comply with the requirements of the USDA's regulations respecting nondiscrimination on the basis of race, color, or national origin.

The School Food Service Section must assure that all participating attendance centers and institutions implement all requirements of the Special Milk Program covered by their program agreement. To meet this responsibility, understanding of the Special Milk Program requirements and administrative procedures must be increased at the local level. On-site visits by school food service specialists provide the means to disburse information, identify problems, and suggest solutions regarding the Special Milk Program.

Major Steps to Achieve Objective

Step

1. Through discussion and observation during each on-site visit, the status of the implementation of the Special Milk Program will be determined.
2. If requirements are not being met, school food service personnel will suggest corrective action be taken.
3. A follow-up letter will be sent to those schools not fulfilling recommendations for change as indicated in Step 2.
4. A Civil Rights Compliance Review, including a review of admission policies for private schools, will be completed during each on-site visit.

Evaluation Procedure to Determine if Objective Has Been Met

Summaries of the on-site visits to attendance centers participating in the Special Milk Program will be on file in the School Food Service Section and will indicate implementation of the program was monitored.

TRAINING

Statement of Objective #14 The School Food Service Section will maintain the present twenty vocational training classes and ten one-day workshops for food service personnel; and will sponsor, when necessary, a workshop for new food service personnel and instructional meetings for local administrative personnel (administrative, authorized representatives, and clerical or recordkeeping personnel) who work with school food service procedures.

Background for Selection of Objective

The training program for school food service personnel sponsored in cooperation with the Vocational Education Administration Section in the Kansas State Department of Education and/or area vocational-technical schools has grown from three classes in 1964 to twenty-three classes in 1978. Training is designed to increase the individual's job knowledge, improve food service techniques and the employee's productivity, and prepare the employee for greater responsibility. School food service specialists during their supervisory assistance visits of the food service programs in the schools assess and evaluate needs to be met in future training classes. School food service persons, teachers of vocational classes, and professional personnel in state universities are also involved in determining the needs of study. Legislation, regulations, and competencies important for optimum performance are identified topics which have been studied in training classes.

It is necessary to offer at least twenty vocational classes annually to train new personnel, to help keep personnel abreast of current developments and changes, and to review procedures. Vocational classes include the training of food service personnel in all areas of quantity food service, that is basic nutrition and the new meal pattern, menu planning and evaluation, menu choices, nutrition education, principles and practices of food service management and operation, purchasing and storage of food, quantity food preparation, merchandising and serving techniques, reduced plate waste, meal costing, labor cost control, improved worker productivity, work simplification techniques, sanitation, safety, energy accountability, facility layout, equipment purchase and use, maintaining and using financial records, student involvement in lunchroom activities, community relations, new trends in food service management and nutrition, and interpretations and implementation of USDA Child Nutrition legislation and regulations. Enrollment in these classes is limited due to limited laboratory facilities.

One-day workshops are conducted by School Food Service Section personnel to promote public relations and to familiarize school food service personnel with up-to-date information for the current school year. Resource persons from USDA, various state agencies, commercial companies, and local school personnel are guest speakers at these meetings. Enrollment is open-ended for the one-day workshops.

On November 30, 1978, a meeting attended by representatives of school administrators and local school food service personnel was held in Salina to discuss and prioritize the objectives of the School Food Service Section. The group of representatives recommended that the School Food Service Section sponsor, when necessary, a workshop for new food service personnel and that it be included in this objective in the State Plan for fiscal year 1980. The group again this year emphasized the need for continued training classes and workshops.

Major Steps to Achieve Objective

Step

1. The vocational training classes will be established in cooperation with the Vocational Education Administration Section and/or area vocational-technical schools.
2. The vocational training classes and workshops will be held in areas where needed. A workshop for new school food service personnel will be held in a central location.
3. School officials will be contacted to obtain permission to hold vocational training classes and one-day workshops at designated locations.
4. Qualified teachers for vocational classes will be obtained.
5. A third refresher training session will be conducted for the teachers of vocational training classes by the Department of Dietetics, Restaurant, and Institutional Management of Kansas State University.

Evaluation Procedure to Determine if Objective Has Been Met

Twenty vocational training classes and ten one-day workshops for food service personnel will be held.

Statement of Objective #15 The School Food Service Section will cooperate with state universities, community junior colleges, and area vocational-technical schools to determine the need for classes for food service personnel, administrators, and teachers of classes, to coordinate the classes offered on a statewide basis, and to develop course content.

Background for Selection of Objective

Schools, hospitals, nursing homes, commercial establishments, college food service, child care centers, and meal site centers for the elderly look to the state universities, community junior colleges, and area vocational-technical schools to determine and answer the need for training programs for food service personnel and to coordinate classes offered on a statewide basis, so there will be uniformity in course content and the most efficient use made of the available limited funds for training. In past years, food service management classes have been offered at Pittsburg State University, Fort Hays State University, and Kansas State University. Several of the community junior colleges and area vocational-technical schools are offering or are interested in offering classes for food service personnel. There have been two meetings at Kansas State University of representatives from interested groups, universities, and agencies this past year. The purpose of the conference was to identify specific needs for training food service employees, identify educational resources in Kansas, and make recommendations for meeting needs. As a result, personnel management classes for food service personnel will be offered at Pittsburg State University, Fort Hays State University, and Kansas State University this summer. Emporia State University is interested in offering a class for food service personnel in the summer of 1980. The Dietetics, Restaurant, and Institutional Management Department of Kansas State University will conduct a third refresher class for the teachers of training classes for food service personnel that will be offered statewide. Kansas State University also offered a class for food service employees, *Focus on Food Service* on Telenet — a network which provides the convenience of twenty-seven class locations across Kansas.

For the past two years the task force has recommended that in-depth training opportunities be provided for food service personnel, who, in turn, have also requested the provision of continuing education opportunities. Because of the complexity and diversity of skills needed for food service, new federal legislation and regulations which mandate training for food service personnel will provide the impetus for meeting the training need.

Major Steps to Achieve Objective

Step

1. The School Food Service Section will make recommendations for course content for the refresher class for the teachers of training classes for food service personnel.
2. Information concerning classes for school food service personnel will be disseminated in the *School Food Service News*, personal letters, and contacts.
3. Schedules for training programs for food service personnel will be sent to other institutions, such as nursing homes, child care centers, and hospitals, so that their employees may participate.

Evaluation Procedure to Determine if Objective Has Been Met

Full cooperation will be given to state universities, community junior colleges, and vocational-technical schools to determine need for classes, to coordinate classes on a statewide basis, and to develop course content. All correspondence, articles in the *School Food Service News*, and reports of personal contacts which relate to an effort to cooperate will be on file in the School Food Service Section.

Statement of Objective #16 The School Food Service Section with the assistance of the universities will evaluate the course content of classes offered to ensure relevancy.

Background for Selection of Objective

On November 30, 1978, the task force recommended that this objective again be included in the State Plan for fiscal year 1980.

Thirty-six (36) hour vocational training classes and one-day workshops have been offered for several years. Needed skills or topics for these classes and workshops have been identified by the specialists during their supervisory assistance visits to the school food service programs in schools. Class handbooks have been written or approved by the School Food Service Section.

Each participant in a vocational training class or one-day workshop completes an evaluation form. The enrollees who attended the refresher class for the teachers of training classes also evaluated the class for relevancy. Instructors of classes for food service personnel offered at the three state universities had participants evaluate their course.

The universities are interested in sharing their expertise to assist the School Food Service Section in evaluating the needs that exist and to create appropriate mechanisms to determine the learning experience. A second refresher course for teachers of training classes for food service personnel offered by the Dietetics, Restaurant, and Institutional Management Department, Kansas State University, included revision of the Main Dish Handbook. The refresher courses will help to ensure relevancy of course content for classes offered.

Major Steps to Achieve Objective

Step

1. Information from evaluation sheets completed by participants in last year's vocational classes, one-day workshops, and college classes will be used in evaluating course content.
2. On the basis of evaluation data, course content will be revised or new courses that go into more depth will be provided to ensure relevancy.

Evaluation Procedure to Determine if Objective Has Been Met

Results of the evaluation of course content of classes will be on file in the School Food Service Section.

Statement of Objective #17 The School Food Service Section will provide in-service training for the staff of the State Department of Education working in the area of school food service.

Background for Selection of Objective

Changes in legislation and regulations are ongoing processes and increase the need for regular in-service training sessions so that all personnel are adequately informed. Regular opportunities should be presented for the staff to exchange ideas for improving supervisory assistance efforts, especially in monitoring and providing assistance to local programs. Problems can also be discussed and decisions made concerning questions that arise during visits to schools. Records, reports, printouts, and audits are also topics of discussion. When the State Department of Education personnel is adequately informed and receives the same information and instruction, the chance for misunderstanding between state and local personnel is lessened.

Staff attendance at out-of-state meetings or conferences will provide a basis for future in-service meetings. Occasionally, resource persons from other agencies and commercial companies need to meet with personnel to keep them informed of current trends in foods, technology, and other areas of interest.

Major Steps to Achieve Objective

Step

1. Areas of need and topics for discussion will be identified through printout analysis, supervisory assistance, audit reports, and program regulations and instructions.
2. In-service training sessions will be scheduled six times during the year.
3. In-service training sessions for staff presented by resource persons from other agencies and commercial companies will be scheduled three times during the year.
4. Agency staff will be notified of the time, place, and agenda for meetings.
5. Within budget limitations, each staff member will be scheduled to attend one educational out-of-state meeting or conference. (ASFSA, AHEA, and National Restaurant Association Convention).

Evaluation Procedure to Determine if Objective Has Been Met

In-service training sessions will be provided for State Department of Education staff working in the area of school food service. Agenda and persons in attendance will be on file in the School Food Service Section.

OTHER OBJECTIVES

Statement of Objective #18 The School Food Service Section, in cooperation with the established task force, will study current issues and make recommendations as needed.

Background for Selection of Objective

Qualified representatives from school food service programs and school administrators meet annually. These representatives are selected to represent various geographic areas of the state, various sizes of schools based on enrollment, school food service personnel, and school administrators, such as superintendents and business managers. They have demonstrated support and knowledge of the National School Lunch and Breakfast Programs. The task force contributes towards establishing and prioritizing objectives in cooperation with School Food Service Section. The task force, together with the School Food Service Section, identifies concerns in implementing programs and makes suggestions to help solve problem areas.

During the discussion of implementing objectives of the fiscal year 1980 State Plan, the interaction of school administrators and school food service personnel at the local and state levels focused on issues. The group felt that the comments were most helpful in understanding several sides of an issue and that the importance of communications was again demonstrated at the local level, the local school to the state level, and state to local school. Some of the concerns about rising food costs, field testing, changing meal patterns, and Nutrition Education and Training Program were discussed.

Input from the task force influences decisions which contribute toward maintaining efficient and more effective school food service programs in Kansas. Currently this group is being utilized as an advisory committee. As new issues arise, school food service will continue to get their reactions through meetings or correspondence.

Major Steps to Achieve Objective

Step

1. Task force members will be oriented to the operation of the National School Lunch and Breakfast Programs.
2. Concerns and problems will be identified.
3. Task force members will cooperate with the School Food Service Section in emphasizing the importance of nutrition education.
4. As new issues arise, task force members will be polled for their opinions.
5. Meetings of the task force will be called to study special issues whenever it is deemed necessary.

Evaluation Procedure to Determine if Objective Has Been Met

The task force will study issues and make recommendations which involve the School Food Service Section and other groups and agencies. Reports of its work will be on file in the School Food Service Section.

Statement of Objective #19

The School Food Service will review and expand uniform procedures for evaluation of Child Nutrition Programs.

Background for Selection of Objective

The two major goals of all child nutrition programs are 1) to promote the health and well-being of students and 2) to encourage the consumption of nutritious foods. Because these are both long-range goals, objective measurements of progress would require large amounts of time and money. The school food service specialists' professional backgrounds qualify them to make subjective evaluations of progress toward these goals during on-site visits.

An evaluation by a single individual on a single day at a single site would have low reliability and validity. A summary of all observations and evaluations made in the state during the course of a year would be valid for the state as a unit.

Observable descriptive factors related to the desired program goals could be used as a basis for the evaluation device. Areas in which more supervisory assistance was requested in the School Food Service Staff Needs Assessment have been considered as some of the evaluative criteria. Other criteria have been discussed by the school food service specialists in their in-service meetings.

Major Steps to Achieve Objective

Step

1. Objectives for the child nutrition programs will be developed by the School Food Service Section in cooperation with the director of Program Analysis and Evaluation Section.
2. The list of observable factors which logically correlate with the desired goals will be reviewed.
3. Descriptors for each factor to be used by all observers will be reviewed.
4. The format to be used by all observers will be reviewed.
5. The procedure for summarizing data will be reviewed.
6. These criteria will be used on a trial basis by school food service specialists.

Evaluation Procedure to Determine if Objective Has Been Met

The results of the evaluation will determine the emphasis of the fiscal year 1981 State Plan. Summary records will be on file in the School Food Service Section.

CHAPTER THREE

SCHOOL FOOD SERVICE PROGRAMS

NATIONAL SCHOOL LUNCH PROGRAM

The National School Lunch Program was authorized by the National School Lunch Act (P.L. 79-396) in 1946 with amendments in 1952, 1962, 1968, 1970, 1975, 1977, and 1978. The grant-in-aid program is designed to safeguard the health and well-being of the state's children and to encourage the consumption of nutritious food by serving lunches at school.

The funds are apportioned to the state which in turn reimburses local school boards at a specified rate per lunch served not to exceed actual costs. Originally schools received foods purchased especially for the lunch program and federally donated commodities from surplus food stocks. For the past five years, Kansas opted to take cash in lieu of commodities. Despite the fact that the program was federally initiated and supported, today federal cash assistance provides about 40 percent of the cost of the lunches; about 20 percent comes from state and local sources; and about 40 percent comes from children's payments.

Apportionment of funds each fiscal year is made on the basis of two factors: the participation rate for the state and the assistance need rate, based on the per capita income for the state as compared to the national per capita income. The federal cash for food assistance used in the state for reimbursing schools must be matched with funds from sources within the state -- such as state funds, locally appropriated funds, children's payments, etc. -- at the rate of three dollars for each federal dollar. Program regulations allow reimbursement rates of up to fifteen and three-fourths cents for each lunch with milk for regular prices and substantially higher rates for meals served free or at reduced price. Cash in lieu of commodities provides an additional thirteen and three-fourths cents per student meal. Reimbursement for each lunch shall not exceed actual costs.

All public and nonprofit private schools of high school grade or under and public and licensed nonprofit private residential institutions may participate in the National School Lunch Program. To be eligible for participation, a school must agree to operate the lunch program on a nonprofit basis, to serve nutritious meals that meet standards established by the United States Department of Agriculture, and to provide lunches free or at a reduced price in keeping with income eligibility guidelines established annually by the USDA. Children who receive free or reduced price lunches are not to be identified or discriminated against in any way. All children who attend the participating schools are eligible to take part in the lunch program. Although approximately 98 percent of the eligible school attendance centers participate in the National School Lunch Program, the School Food Service Section will continue outreach activities to attendance centers which meet the following criteria: (1) no food service is available, (2) only limited snack items in vending machines are offered, and/or (3) the enrollment is from an area in which the percent of students eligible for free and reduced price meals is equal to or exceeds the statewide average, 24 percent.

The Type A lunch pattern is the standard for the National School Lunch Program. The pattern is based on daily dietary allowances recommended for ten-to-twelve-year-old boys and girls by the Food and Nutrition Board of the National Research Council. At an average cost of about sixty cents to the child, the Type A lunch pattern provides about one-third of the recommended daily dietary allowances. The lunch includes (1) one-half pint of fluid milk; (2) two ounces of lean meat, poultry, fish, or various other protein items; (3) three-fourths of a cup of fruits and/or vegetables from two sources; and (4) a slice of whole-grain or enriched bread or an equivalent serving of biscuits, muffins, or rolls. Portions are adjusted according to the nutritional needs of the different sizes and ages of children being served. Regulations allow senior high and junior high school students to select only three of five items or all five if they so desire for the lunch to be eligible for reimbursement.

Although written records of regulatory fulfillment are kept, assessing the attainment of the two objectives in offering the program in schools is largely subjective. Evidence is available to indicate that the school

lunch does provide children an opportunity for illustration and experience in nutrition and health education, but whether the program can be evaluated in terms of health on the subjective level is questionable.

Evaluation of the program is through study of menus and observations by school food service specialists of the local programs in operation. A standard format is used to record the evaluations of each visit.

SPECIAL MILK PROGRAM

The Special Milk Program was first authorized by P.L. 83-690 in August, 1954, and later authorized by the Child Nutrition Act of 1966. The legislation provides appropriations to *encourage consumption of fluid milk by children in the United States.* The state receives a cash grant to reimburse schools and institutions which provide milk to children at a low cost. Such institutions include nonprofit schools of high school grade and under, child care centers, nonprofit nursery schools, residential centers, summer camps, and similar nonprofit organizations devoted to the care and training of children.

Fluid milk is the basic component in an adequate diet. It is a component of the Type A school lunch and/or breakfast meal pattern. For children attending schools that do not have the equipment and facilities to operate a lunch or breakfast program, the Special Milk Program offers an especially important nutritonal contribution to their diet.

Apportionment of funds to the state is based on payments made to schools and child care institutions for program reimbursement during the preceding fiscal year. Reimbursement payments are not made for the first half-pint of milk served as part of the Type A lunch or as part of the School Breakfast Program. The maximum rate of reimbursement is six and three-fourths cents per half-pint. Milk may be served to children at any time during the school day. Children eligible for free meals will be offered milk, free of charge, at times other than period of meal service. Reimbursement for milk served free to eligible students is based on the average cost of milk purchased from suppliers.

Evaluation of the program is through observations by school food service specialists of the local programs in operation. A standard format is used to record the evaluations of each visit.

SCHOOL BREAKFAST PROGRAM

The School Breakfast Program was authorized by the Child Nutrition Act (P.L. 89-642), enacted in October, 1966, extended for three years by P.L. 90-302 in May, 1968, and given permanent status in October, 1975. The legislation authorizes cash and food assistance for breakfast programs in an effort to improve the diets of school children. Kansas opted to receive cash assistance only. First priority for assistance was originally given to schools drawing attendance from low-income economic areas and schools to which a substantial proportion of children traveled a long distance daily. Now the emphasis of the legislation is on the need of the child. About half of the breakfasts served in the School Breakfast Program are served free or at a reduced price.

USDA is requiring states to conduct extensive outreach and program expansion activities. The School Food Service Section has determined that schools with 25 percent or more of enrollment eligible for free and reduced price meals are schools which have the greatest need for a School Breakfast Program. Criteria for selection of other schools which will be targeted for School Breakfast Program expansion are (1) schools which indicated an interest in the breakfast program as a result of the needs assessment conducted in January, 1978; (2) schools which have early morning activities for students, such as athletic practice; (3) schools which have students who are transported great distances or for an extended period of time.

The school breakfast is designed to give a child a good start toward meeting his or her daily nutritional needs. To be eligible for cash reimbursement, the School Breakfast Program must supply, as a minimum, (1) one-half pint of fluid milk; (2) one-half cup of fruit or vegetable or both or full strength fruit or vegetable juice; and (3) one slice of whole-grain or enriched bread, or an equivalent serving of biscuits, muffins, rolls, or cereal. Schools are encouraged to include protein-rich foods, such as eggs, meat, cheese, and peanut butter, as often as is practical. It is believed that allowing the choice of vegetables to the fruit component will add flexibility to menu planning.

The act authorizes funds to states for the maintenance of existing programs and for establishing new nonprofit breakfast programs in schools. Program regulations allow a reimbursement for free breakfasts of up to forty-five and one-fourth cents for each breakfast served not to exceed actual costs. Schools which meet the following criteria for severe need may be able to receive reimbursement in excess of the maximum rates: (1) during the most recent second preceding school year, 40 percent or more of the lunches served to students at the school were served free or at a reduced price; and (2) according to breakfast cost data, the cost of providing breakfast exceeds the maximum reimbursement. The criteria will be printed in the ***School Food Service News.***

Although responsibilities of the School Breakfast Program are similar to those of the National School Lunch Program, the School Breakfast Program is not accepted on the local level to the extent that the National School Lunch Program is accepted. Opposition originates from the belief that the schools should not have total child care responsibility. If breakfasts are added to the school's responsibilities, the question arises as to where the line is drawn between education and *baby-sitting.* Some object because of the need for additional supervision and problems in scheduling. It is felt in some areas of the state that school breakfasts are not needed, because most of the children are provided breakfasts at home. However, many students do arrive at school without breakfast. Hungry students cannot function as effectively in the classroom as those who get their nourishment. The effects of morning hunger are familiar to teachers; listless children who cannot pay attention and who complain about headaches and stomachaches.

Nutritional, educational, and social benefits are offered to the students by the School Breakfast Program. On the national level, especially the Iowa Breakfast Study, the benefits have been tested. The conclusion is that school attendance, alertness, learning ability, and the general health of the students have been enhanced in schools where the breakfast program is offered.

Evaluation of the program is through study of menus and observations by school food service specialists of the local programs in operation. A standard format is used to record the evaluations of each visit.

CHILD CARE FOOD PROGRAM

The Child Care Food Program (P.L. 94-105) of 1975 was originally authorized as Special Food Service Program for Children in an amendment to the National School Lunch Act (P.L. 90-302) of 1968. Through grants-in-aid the state is assisted in formulating and carrying out programs that initiate, maintain, or expand food service programs for children in nonresidential institutions which provide child care. In general, the program embodies two phases: (1) payments to reimburse institutions in connection with costs of providing food service to children (food assistance) and (2) payments to reimburse institutions in part for the cost of the purchase or rental of equipment for the storage, preparation, transportation, or serving of food to children. (See Food Service Equipment Assistance Program of this chapter.)

Institution means any licensed, nonschool, public, or private nonprofit organization providing day care services where children are not maintained in permanent residence, or a sponsoring organization which is an independent entity responsible for the management of the food program in one or more child care centers or family and group day care homes. As notice of license approvals for child care centers and family day care homes are received from the Bureau of Maternal and Child Health, information of program benefits, the availability of Food Service Equipment Assistance Funds, and application procedures are mailed.

To be eligible for participation, the sponsors agree to operate a nonprofit food service for all children attending the institution, to serve meals which meet nutritional standards established by the USDA, to serve the same meal at no separate charge to all children who are in attendance at meal time, and to make no discrimination against any child because of the family size and income information provided by his/her parents.

The program regulations specify the allowable reimbursement rates, which are subject to change every six months, or allow a reimbursement of the actual cost of providing the meals, whichever is the lesser. Payments to eligible sponsors which submit reimbursement vouchers are made on a monthly basis by the state. Reimbursement rates for suppers and lunches are equivalent to reimbursement rates for the National School Lunch Program; the reimbursement rates for the breakfast equals the reimbursement rates for the School Breakfast Program; and reimbursements rates for supplements vary from six and one-half cents for paid supplements to twenty-six cents for those children served free.

After entering a written agreement with the state, the sponsor is responsible for the food service. The sponsor may wish to contract the food service with food service management companies. One limitation in this arrangement is the procedure of competitive bidding in contracting a food service management company.

The food service, whether contracted or prepared at the site must meet nutritional standards. The meals must consist of specific portions of basic food groups according to the ages of the children. One or any combination of the following meals may be served: for breakfast (1) milk, (2) fruit or juice, and (3) a serving of bread, rolls, or a cereal; for lunch or supper (1) milk, (2) meat or a meat alternate, (3) two or more vegetables and/or fruits, and (4) a serving of bread or rolls; for supplemental food between meals (1) milk, fruit, or vegetable juice, and (2) a serving of bread, rolls, or cereal.

The School Food Service Section is responsibile for the maintenance of accounts for program funds and records and reports on two levels: (1) keeping them on the state level and (2) seeing that they are kept on the local level. Although this is true of all school food service programs, greater assistance is needed by this program because of limited backgrounds of local personnel. All funds allocated to Kansas for audits will be utilized for that purpose.

In addition to the responsibility of records, the School Food Service Section evaluates through on-site visits the programs of all participating sponsors at least biannually. Other visits are made due to request or need. The specialists in the School Food Service Section have an overall objective in mind when evaluation visits are made; this program is to help children of preschool age who are particularly susceptible to dietary deficiencies that may have permanently harmful effects on a child's health and capacity to learn.

Evaluation of the program is through study of menus and observations by school food service specialists of the local programs in operation. A standard format is used to record the evaluation of each visit.

TRAINING PROGRAM

The most difficult problem facing any business today is recruiting and retaining qualified personnel. School food service is *big business* and subject to the same personnel problems confronting other segments of the business world. Well planned training programs are needed to develop good employees and to involve all employees in the school food service programs.

The purposes of training are to prepare persons to assume supervisory positions in food service departments, to make available trained nonprofessional supervisors, to increase the supervisors and workers job knowledge, to improve job skills and prepare the individual for greater responsibility, to increase the earning potential of the persons trained, and to advance the cause of nutrition programs in the nation.

Training is a continuous operation; after pretraining, continued training is a vital necessity. Because personnel performance is an essential aspect of successful food services, personnel costs often constitute the greatest single expenditure in most budgets. Additional education benefits the school food service as well as the individual. When food service personnel are trained properly, employees and management speak the same language.

Thirty-six hour vocational classes at various locations in the state are sponsored by the School Food Service Section in cooperation with the Vocational Education Administration Section of the Kansas State Department of Education and/or area vocational-technical schools. Currently, the Vocational Education Administration Section and/or the area vocational-technical schools provide funds for a portion of the class costs with the remainder assessed to the participants. The materials and manuals used in the classes are approved or developed by the School Food Service Section. This past summer, Kansas State University offered the second class for teachers of vocational classes. Participants in that class evaluated and upgraded the course content of the *Main Dish Manual* to ensure relevancy. Another class will be offered in the summer of 1979. The local education agency only becomes involved if it wishes to have a school food service employee attend a class or if it received a request to use the school's facilities for the class. Local managers and other professional personnel assist in conducting these classes.

Kansas State University, Pittsburg State University, and Fort Hays University offered classes in Purchasing, Quantity Food Production, Financial Management for Food Service Operations, Food Service Equipment and Layouts, and Computer-assisted Food Service Management in the summer of 1978. Classes

scheduled at the state universities in the summer of 1979 include Merchandising, Food Service Employee Relations, Personnel Relations, and Supervision for Food Service Personnel. Emporia State University will be participating in the training program for food service personnel in the summer of 1980. These courses provide in-depth training opportunities for food service personnel and to grow professionally.

The value of training programs has been observed by the school food service specialists and the State Department of Education auditors as they visit the schools and audit records throughout the year. Observations indicate a decrease in recordkeeping and reporting errors. The supervisory assistance visits made by school food service specialists record (1) increase in participation, (2) better menu planning and preparation, (3) less food waste, (4) improved atmosphere in dining room, (5) better buying practices, (6) good personnel relations, (7) more nutrition education, (8) improved merchandising techniques, (9) more menu choices, (10) better communications, (11) improved public relations, (12) more training of employees, (13) necessity of energy conservation, (14) training as an effective management tool, (15) increased productivity, (16) use of work simplification techniques, (17) more efficient use of equipment, (18) use of standardized recipes and portion control, and (19) more interest in student preferences and involvement. All of these areas are now covered in the workshops and training classes for food service personnel. It is very apparent when one walks into a kitchen where the staff is well trained. The employees are in harmony, the kitchen is organized, and everyone is calm.

School administrators, principals, teachers, students, parents, and the community also are aware of the value of training programs. Specialists hear comments from these persons as they visit the schools. It should be noted that other institutions besides those involved with education are very interested in hiring school food service personnel because of the training they have received.

An effort has been made to create appropriate feedback mechanisms to determine the impact on the trainee and the school and to evaluate the benefit of the learning experiences. School food service employees are important members of the educational management team. They should understand the basic requirements and purposes of the programs and how food service fits into the overall school program.

FOOD SERVICE EQUIPMENT ASSISTANCE PROGRAM

The Food Service Equipment Assistance Program, authorized by the Child Nutrition Act of 1966, P.L. 89-642, and amended by the Child Nutrition Amendments of 1977, P.L. 95-166, provides funds for the purchase of equipment for child nutrition programs. These funds are to purchase or rent equipment for the initiation, maintenance, and/or expansion of food service.

To receive funds, a school district or institution must currently be participating or planning to participate in the Child Nutrition Programs and meet the following criteria:

1. Evidence that the school or institution draws attendance from areas in which poor economic conditions exist.
2. Evidence that the school has no equipment or grossly inadequate equipment to operate a School Food Service Program.

An attendance center may be eligible for 100 percent funding if it meets the following criteria for *an especially needy school*:

1. The percent of enrollment eligible for free and reduced price meals is greater than 51 percent.
2. According to established criteria to determine local funding, if the center is eligible to receive more than 75 percent funding, the center may receive 100 percent funding.

According to federal regulations, funds are designated by USDA between *unreserved* for existing programs and *reserved* for schools without a food service program and for schools moving toward the initiation of the School Breakfast Program. Unreserved funds will be distributed to schools according to the following priority list: (1) schools without a food service program, (2) schools that do not serve both breakfasts and lunches but will use food service equipment funds to initiate the service of breakfasts or lunches, (3) schools without the facilities to prepare and cook hot meals, including schools having antiquated or impaired equipment, (4) schools that do not meet the priority criteria (1-3) but are in need of replacement equipment, (5) schools that do not meet the priority criteria (1-3) but are in need of additional equipment.

Funds may be authorized to School Food Authorities or sponsors for the service of meals which are prepared at a location different from the serving site if one or both of the following conditions exists: (1) space for on-site meal preparation inadequate; (2) according to reported meal cost data, the cost of on-site meal preparation exceeds $1.25 per meal.

The ratio of federal funds requested to funds received is based on the financial need of the school or sponsor, the number of participants from low-income families, the availability of funds, the need of proposed equipment in preparation or service of meals, and the ratio of cost to the number of children fed. Information about application procedures for Food Service Equipment Funds will be printed in the November and January/February issues of ***School Food Service News***. The section will inform the School Food Authority of their eligibility and will work with them in planning the acquisition of any equipment needed to operate the school food service program effectively. Fifty percent of the Food Service Equipment Assistance Funds will be authorized to School Food Authorities in January; the remaining 50 percent will be authorized to School Food Authorities in April. Any additional or unused funds will be authorized in August.

A child care center is eligible for 100 percent funding if it meets the following criteria for ***an especially needy center***:

1. The percent of enrollment eligible for free and reduced price meals is greater than 75 percent.
2. The capital outlay funds budgeted for major equipment are insufficient to make purchases.
3. Evidence that the equipment purchased with Food Service Equipment Assistance Funds will be used only by the institution making application.
4. Compliance with all regulatory requirements for participation in Child Care Food Program.

Information about application procedures for Food Service Equipment Assistance Funds available to sponsors of the Child Care Food Program and the criteria for an ***especially needy center*** are disseminated with approved program agreements.

When the School Food Service Section evaluates the programs, the specialists observe the impact of the new place of equipment on the food program. Previous records of on-site visits are consulted to determine what difference, if any, was made by the addition of the new equipment. Despite the fact the Food Service Equipment Assistance Funds involve only equipment, the relationship of the equipment to the fulfillment of the school food service objectives is assessed. Foremost in the on-site visits is to seek the answer to one question: Did the funds (1) safeguard the health or well-being of the children and (2) encourage the consumption of nutritious food?

CHAPTER FOUR

OVERALL PROGRAM EVALUATION

Like other areas of the education system, evaluation of school food service programs suffers from a paucity of dependable information concerning the effects of food service practices and products on children. Past evaluation has been based primarily on meeting federal guidelines and legislation rather than by an organized system. The professional and experience backgrounds of specialists in the School Food Service Section make them uniquely suited to offer subjective value judgments about the progress and outcome of the programs.

The evaluation of all school food service programs is based on a four-phase procedure: evaluation of needs, evaluation of implementation, evaluation of progress, and evaluation of outcome.

Evaluation of Needs

An evaluation of needs is made on requests for financing all new programs. The only criteria for need in Kansas is the desire to participate in the school food service program, except for the residential child care centers which requires additional assessment of financial need. The request includes a statement of the problem to be alleviated with the funds. Specialists in the School Food Service Section note the need for a program (*need* has not been defined in federal regulations) in relationship to the facilities, personnel, and tentative budget to determine if the new program could meet the needs of the students.

The school districts or schools are relied upon to furnish necessary information. Most of the districts have the logistics of school bus schedules, new school locations, and changing school boundaries as well as data on the students' social and economic welfare readily available. On the state level such information is then compared to the federal requirements for the particular program for which the request has been made.

Evaluation of Implementation

Evaluation of implementation takes place after the program has been initiated into the school or institution. This type of evaluation involves monitoring to determine the extent to which the specified elements of the program have been implemented as planned. Evaluation of local programs in operation is accomplished through on-site supervisory assistance reviews completed by the school food service specialists. A standard format is used to record findings, comments, and recommendations. Approximately one-third of the preparation sites are visited each year.

As they evaluate programs, the specialists follow a uniform procedure to ensure that free and reduced price meals claimed for reimbursement by the School Food Authority do not exceed the number of students with approved applications on file at the local level. They carefully review approved applications and count the number of students determined eligible in each category (i.e. free or reduced price). Claims for reimbursement are checked and the total number of free and reduced price meals served during the reporting period is divided by the number of days that meals were served to determine the average daily number of meals served free or at reduced price. For example, if the meals served in the free category for any day exceed the number of applicants approved for free meals, corrective action is deemed necessary. The specialists also compare the total average daily number of meals served (i.e. paid, free and reduced price) to enrollment or average daily attendance.

When an overclaim exists because of errors made by the determining official(s) in approving applications (i.e. income exceeds guidelines, incomplete information provided by parents, hardship factors incorrectly applied, etc.), the School Food Authority is required to correct the determinations, to notify the students' parents of any change in eligibility status, and to submit amended reimbursement claims for the reporting periods involved. In some instances, an overclaim may result from inadequate methods of accountability. When this situation occurs, the School Food Authority is required to amend reimbursement claims. To prevent future overclaims, the specialists assist local officials in developing accurate accountability procedures.

If major problems in the overclaim area are encountered in the future, a new computer program could be designed to identify School Food Authorities claiming free and/or reduced price meals in excess of the number of approved applications.

Ensuring that meals comply with federal meal pattern requirements and that meals claimed for reimbursement adhere to regulatory standards are other areas of emphasis during supervisory assistance reviews. Specialists consult with the person(s) responsible for planning menus and calculating food quantities, examine in detail the prior two weeks menu planning and production records, and observe the meal service.

Specialists evaluate menu planning to determine if the following are met: correct meal patterns are followed; all of the required components are served; adequate quantities of each food component are available; Vitamin-A foods and foods rich in iron are served frequently; and Vitamin-C foods are served daily. Production records indicate if the number of servings of each component exceeded or was deficient of satisfying Type A meal pattern requirements for the number of meals served. In addition to providing necessary information regarding administration of the free and reduced price meal policy, on-site observation of the meal service divulges whether or not each child was served the appropriate quantity of each item and whether or not each meal was served as a unit.

When planning and production records are inadequate or demonstrate that requirements were not met, corrective action is taken. Specialists may require calculated menus, for a specified time period, to be submitted to them for evaluation. If school personnel need additional training in order to complete their menu planning-related responsiblities, the specialist schedules a follow-up visit to assist them. Later, the specialist may visit the school unannounced to determine if requirements are being met. When experienced food service personnel are involved, an unannounced visit will be made after the review to determine if corrections have been made. If at that time records and/or meals fall short of satisfying requirements, reimbursement may be withheld for those meals not meeting requirements which were served between the time of the previous assistance visit and the unannounced visit.

Food waste and the percent of student participation are both indicators of the quality of the food served. During supervisory assistance reviews, the quantity of waste is observed, the percentage of students participating in the program is calculated, the quality of the food is evaluated, and the need for improvement is assessed. Because most facets of food service management have a direct impact on the quality of the food served, other areas besides food waste and student participation must be evaluated. Some of these include purchasing procedures, food storage, equipment, sanitation, preparation methods, and personnel. Based on the needs identified, recommendations are made and appropriate assistance is provided. Specialists follow-up to assure that progress is made toward improving food quality.

The LEA Finance Section developed a financial management program to ensure reimbursement does not exceed actual costs. Program costs are reported monthly by each preparation center within a School Food Authority. An average computed meal cost is calculated for the School Food Authority by the State Department of Education. If the computed meal cost is less than the maximum reimbursement paid to the School Food Authority, an adjustment is made in a future reimbursement payment. Therefore reimbursement for each lunch does not exceed actual costs.

Evaluation of Progress

Progress evaluation provides information about the programs of the school food service programs' components in meeting the objectives and guidelines of the program. Obtaining the information involves the maintenance and periodic inspection of the records, computer printouts, and written agreements. After on-site visits have been made in the evaluation-of-implementation phase, observations are checked against the written data kept on the programs. Discrepancies are noted to the particular school or institution involved. This type of objective evaluation yields information that does not rely on human judgment about the performance of others; thus it tends to be less controversial. The information is collected and processed so that the results are easily presented in a form that facilitates decisions about the program and institution involved.

Evaluation of Outcome

Outcome evaluation provides information about the success or failure of the entire program. The information can support a decision to maintain, modify, expand, or discontinue a program.

All school food service programs desire the following outcomes:

1. extensive student participation;
2. improved student attendance, attitude, and behavior;
3. improved health and alertness;
4. development of social graces;
5. improved food selection;
6. improved management of program;
7. fewer errors on reporting forms and records.

Current evaluation techniques confine most assessment of the desired outcomes to four: extensive student participation, improved food selection, improved management of programs, and fewer errors on reporting forms and records. Information to justify decisions in these areas can be obtained.

Instrument 1

Supervisory Assistance Review
Kansas State Department of Education
School Food Service Section

Form 8-04-05-307
(Rev. 5-78)

County _____

Date of Review _____

Section I. General Information

Name of School Food Authority **Name of Food Service Site**

Name of Title of Authorized Representative

Name of School Food Service Director **Years in Present Position**

Name of Food Service Manager **Years in Present Position**

Type of School: ( ) Public ( ) Private ( ) Combination Day and Boarding School
( ) Residential Center
Campus: ( ) Open ( ) Closed
ADA or Enrollment: _____ **Grades Participating:** _____ to _____

Food Prepared on Premises: _____ **Transported to/from:** _____

Meal Data	*Breakfast*	*Lunch*
Time Meal Service Begins		
Average Daily Number of Meals Served to Students		
Average Daily Number of Meals Served to Adults		
Percent (%) of Student Participation		
Meal Charge to Students		
Meal Charge to Adults		

	Free Meals	*Reduced Price Meals*
Percentage of students enrolled who are eligible: (as reported on Schedule A)		
Number of students enrolled with approved applications:		
Percentage of participating students who are served:		

Does the school serve any additional food which compete with the school lunch?
( ) Yes ( ) No (If yes, explain or list)

Type of Food Service: ( ) Breakfast ( ) Milk ( ) Type A Lunch
( ) A-la-carte ( ) C.C., S.O., Elderly

Section II. Civil Rights and Free and Reduced Price Meal Policy Procedures

A. Civil Rights

1. Has the school announced publicly that admission is open to all regardless of race, color, or national origin? ( ) Yes ( ) No
(For private schools only)
2. In the opinion of the reviewer, based on information contained in this review and personal observation, does the school or center appear to be in compliance with Title VI of the Civil Rights Act of 1964? (If no, indicate on separate sheet, (1) What the areas of non-compliance are and (2) Recommendations for corrective action and follow-up)
( ) Yes ( ) No

B. Free and Reduced Price Meal Policy Procedures

1. Is a copy of the approved Program Agreement on file in the school? ( ) Yes ( ) No
2. Number applications verified for cause by determining official _____.
3. Have applications approved on the basis of a temporary hardship been periodically reviewed? ( ) Yes ( ) No
4. Is the procedure for collection and accountability as described being used in the school? ( ) Yes ( ) No
5. Does it appear that the identity of children receiving free and reduced price meals is protected by collection methods used and all other aspects of the meal service?
( ) Yes ( ) No
6. Is the school's performance regarding free and reduced price meals in compliance with approved policies and procedures? ( ) Yes ( ) No

Comments: (Note any application errors observed, i.e., income missing, income exceeds scale, hardship information missing or incomplete, signature missing, etc.)

Section III. Menu Planning, Preparation and Serving

Comments: Who is responsible for planning menus? Are menus costed?

Based on the past two weeks' menus:

			B	L
Are correct meal patterns followed?	( ) Yes ( ) No	No. Meals Planned	____	____
Are Vitamin-A foods served frequently?	( ) Yes ( ) No	No. Meals Served	____	____
Are all the required components usually served?	( ) Yes ( ) No	Students	____	____
Are Vitamin-C foods offered daily?	( ) Yes ( ) No	Adults		
Are foods rich in iron served frequently?	( ) Yes ( ) No			

Comments:

Menu	*Requirements for Meals*	*Quantity Available*	*Number of Servings* Total	Over	Short
Breakfast	Milk				
	Fruit or Fruit Juice Vegetable or Vegetable Juice				
	Bread or Equivalent				
Lunch	Meat or Meat Alternate				
	Vegetable and/or Fruits (two or more)				
	Bread or Equivalent				
	Milk				

Comment on each of the following:

a. Attractiveness of meal served.

b. Quality of food served.

c. Was each child served the appropriate quantity of each item? ( ) Yes ( ) No

d. Food waste.

e. Have efforts to merchandise the food components been initiated? ( ) Yes ( ) No

f. Did this meal meet requirements? ( ) Yes ( ) No

g. Was each meal served as a unit? ( ) Yes ( ) No

Section IV. Special Milk Program

1. Time of service:
   ( ) Before school
   ( ) Midmorning
   ( ) Lunch
   ( ) Midafternoon

2. Pricing Structure
   Charge per half-pint _____
   Rate of Reimbursement _____
   Total income per half-pint _____
   Avg. cost per half-pint _____
   Distribution Cost _____

3. Adult Charge _____

Section V. Food Purchasing

Comments: Who is responsible for purchasing? Deacribe purchasing procedures used.

Section VI. Food Storage

Mark "X" for any condition found to be less than adequate.

Type of Storage	*Check Storage Available*	*Clean Orderly*	*Temperature*	*Protection From Pilferage*	*Ventilation*	*Shelving and Stacking*	*First-In First-Out*
Dry Storage							
Refrigerator							
Freezer							
Off Premises							

Section VII. Space and Facilities

1. Comments about facilities and equipment for preparation, serving, dining, clean-up, etc.

2. Has the school received Food Service Equipment Assistance Funds within five years?
   ( ) Yes ( ) No

   Is there an inventory of equipment received with Food Service Equipment Assistance Funds?
   ( ) Yes ( ) No

3. Is there an equipment inventory? ( ) Yes ( ) No

Section VIII. Sanitation

1. Comments about food handling practices — preparation, holding, transportation, serving, clean-up, dishwashing, garbage, and waste disposal.

2. Date of inspection by state or local health department _____

3. Corrections made since last inspection.

Section IX. Personnel

	Number Per Average Day	*Total Hours Worked Per Day*	
1. Type of Personnel		Lunch	Breakfast
a. Production Personnel			
Manager			
Cooks			
Student Employees			
b. Other Food Service Personnel			
Director		xxxxxx	xxxxxx
Dining Room Supervisor		xxxxxx	xxxxxx
Volunteers		xxxxxx	xxxxxx
		xxxxxx	xxxxxx
c. Total hours per day			
d. Average daily participation			
e. Meals per employee hour (d ÷ c)			

2. Are work schedules and assignments followed? ( ) Yes ( ) No
3. Is a school food service policy handbook provided? ( ) Yes ( ) No
4. Do all employees appear to practice good personal hygiene? ( ) Yes ( ) No
(If *No*, explain)

Comments: (Note, recent workshops or training programs attended by food service personnel, salary schedules, job descriptions, and in-service training.)

5. Do all employees present a professional appearance? ( ) Yes ( ) No
(Appropriate dress, shoes, hair restraint, no jewelry, no nail polish)

Section X. Records

1. Comments about adequacy and/or accuracy of daily records of meals and milk served to students and adults.

2. Comments about adequacy and/or accuracy of documentation for determining meal cost.

3. Note any adjustments that should be made on claims or the procedures for filing claims.

4. Are files maintained of records, receipts, etc. for the required period of time? ( ) Yes ( ) No

Section XI. Nutrition Education

1. Describe the role of school food service in nutrition education activities.
(Tasting parties, kitchen tours, bulletin boards, etc.)

Section XII. Public Relations

Describe any public relations activities in the community and/or school.

Section XIII. Summary

1. Does the school apply the policies and guidelines contained in the approved Program Agreement? ( ) Yes ( ) No

2. Findings:

3. Comments and/or suggestions:

4. Recommendations: Please notify the director of the School Food Service Section of the action taken to improve or correct the following:

Program Reviewed By: _____ _____
School Food Service Specialist — Date

Review Discussed With: _____ _____
Name — Title

_____ _____
Name — Title

_____ _____
Name — Title

Instrument 2

Form 04-05-307.1

School Food Service
Supervisory Assistance Visit

Kansas State Department of Education
120 East 10th Street
Topeka, Kansas 66612

County

Location	Assistance Initiated by	Date

Purpose of Visit

Person(s) Contacted

Findings

Comments or Recommendations

Signature of School Food Service Specialist

1. Original copy for school or center. 2. Carbon copy for School Food Service File.

Instrument 3

Evaluation of School Food Service Programs

USD _____

School _____

Enrollment ☐ Less than 100 ☐ 101-150 ☐ 151-200
☐ 201-250 ☐ 251-400 ☐ 401-600 ☐ Over 600

Observable Factors	*Comments*	*Descriptors*					
		Needs to be followed up next visit	*Very Weak*	*Weak*	*Adequate*	*Strong*	*Very Strong*
		0	*1*	*2*	*3*	*4*	*5*
Procedure for approving applications							
Method of accountability for meals and milk served							
Administrative support							
Menus							
Quality of food							
Attractiveness of food							
Purchasing procedures							
Inventory system (food and nonfood)							
Storage facilities							
Preparation facilities and equipment							
Condition of equipment							
Sanitation and food handling							
Serving area							
Dining area							
Rate of production							
Personnel attitudes							
Work schedules							
Recordkeeping							
Documentation for reimbursement claims							
Nutrition education activities							

Observable Factors	*Comments*	*Descriptors*					
		Needs to be followed up next visit	*Very Weak*	*Weak*	*Adequate*	*Strong*	*Very Strong*
		0	*1*	*2*	*3*	*4*	*5*
Student involvement							
Community involvement							

Date

School Food Service Specialist

CHAPTER FIVE

NEEDS ASSESSMENT

SCHOOL FOOD SERVICE STUDENT NEEDS ASSESSMENT

The following table identifies the estimated number of students who are eligible for free and reduced price meals and the number of average daily participation by the district as of October 1, 1978. The difference in the figures of the two columns is the number who are not receiving free or reduced price school food services. The need figure possibly includes students who pay full price for their meals even though they are eligible for free or reduced price if their family would apply. The state average of the estimated students eligible for free or reduced price meals in relationship to total enrollment is 24 percent.

County	School District	District Name	Estimated Number Eligible	ADP of Free and Reduced Price Meals	Need
ALLEN	256	Moran-Elsmore	163	77	86
	257	Iola	438	403	35
	258	Humboldt	201	92	109
ANDERSON	365	Garnett	221	158	63
	479	Kincaid	113	75	38
ATCHISON	377	Effingham	350	232	118
	409	Atchison	930	200	730
BARBER	254	Medicine Lodge	154	120	34
	255	Kiowa	122	83	39
BARTON	354	Claflin	79	40	39
	355	Ellinwood	110	73	37
	428	Great Bend	758	532	226
BOURBON	234	Fort Scott	730	410	320
	235	Uniontown	288	146	142
BROWN	415	Hiawatha	280	247	33
	430	Horton	253	150	103
	510	Powhattan	121	102	19
BUTLER	205	Leon	367	94	273
	206	Remington	77	58	19
	375	Circle (Towanda)	188	48	140
	385	Andover	90	85	5
	394	Rose Hill	110	37	73
	396	Douglass	80	46	34
	402	Augusta	255	160	95
	490	El Dorado	474	355	119
	492	Rosalia	149	25	124
CHASE	284	Cottonwood Falls	186	125	61
CHAUTAUQUA	285	Cedar Vale	93	90	3
	286	Sedan	152	92	60

County	School District	District Name	Estimated Number Eligible	ADP of Free and Reduced Price Meals	Need
CHEROKEE	404	Riverton	365	121	244
	493	Columbus	410	333	77
	499	Galena	327	233	94
	508	Baxter Springs	263	167	96
CHEYENNE	103	Cheylin	73	39	34
	297	St. Francis	242	69	173
CLARK	219	Minneola	30	28	2
	220	Ashland	78	57	21
CLAY	379	Clay Center	455	296	159
CLOUD	333	Concordia	575	402	173
	334	Glasco	100	85	15
COFFEY	243	Lebo-Waverly	151	143	8
	244	Burlington	305	130	175
	245	LeRoy-Gridley	84	75	9
COMANCHE	300	Coldwater	168	123	45
COWLEY	462	Burden	175	107	68
	463	Udall	110	80	30
	465	Winfield	519	346	173
	470	Arkansas City	439	438	1
	471	Dexter	103	77	26
CRAWFORD	246	Arma	270	263	7
	247	Cherokee	311	253	58
	248	Girard	463	311	152
	249	Frontenac	152	96	56
	250	Pittsburg	1,399	337	1,062
DECATUR	294	Oberlin	154	100	54
	295	Jennings	70	29	41
DICKINSON	393	Solomon	190	94	96
	435	Abilene	618	236	382
	473	Chapman	340	244	96
	481	Hope	100	24	76
	487	Herington	98	75	23
DONIPHAN	406	Wathena	75	74	1
	425	Highland	140	86	54
	429	Troy	145	102	43
	433	Denton	123	30	93
	486	Elwood	108	56	145
DOUGLAS	348	Baldwin	124	84	40
	491	Eudora	157	134	23
	497	Lawrence	1,650	960	690
EDWARDS	347	Kinsley-Offerle	96	63	33
	502	Lewis	70	42	28
ELK	282	Howard	240	150	90
	283	Longton	80	60	20
ELLIS	388	Ellis	103	84	19
	432	Victoria	84	63	21
	489	Hays	275	236	39

County	School District	District Name	Estimated Number Eligible	ADP of Free and Reduced Price Meals	Need
ELLSWORTH	327	Ellsworth	119	92	27
	328	Lorraine	114	95	19
FINNEY	363	Holcomb	187	102	85
	457	Garden City	1,049	814	235
FORD	381	Spearville-Windthorst	88	33	55
	443	Dodge City	539	425	114
	459	Bucklin	100	59	41
FRANKLIN	287	Pomona	265	112	153
	288	Central Heights	140	109	31
	289	Wellsville	123	82	41
	290	Ottawa	480	360	120
GEARY	475	Junction City	1,853	1,617	236
GOVE	291	Grinnell	44	26	18
	292	Grainfield	266	25	241
	293	Quinter	120	75	45
GRAHAM	280	Morland	55	38	17
	281	Hill City	94	78	16
GRANT	214	Ulysses	450	374	76
GRAY	102	Cimarron	82	69	13
	371	Montezuma	41	29	12
	476	Copeland	31	27	4
	477	Ingalls	26	17	9
GREELEY	200	Greeley (Tribune)	120	98	22
GREENWOOD	386	Madison	180	103	77
	389	Eureka	246	147	99
	390	Hamilton	73	46	27
HAMILTON	494	Syracuse	98	63	35
HARPER	361	Anthony	255	223	32
	511	Attica	26	23	3
HARVEY	369	Burrton-Mt. Hope	117	57	60
	373	Newton	821	591	230
	439	Sedgwick	173	90	83
	440	Halstead	215	71	144
	460	Hesston	75	31	44
HASKELL	374	Sublette	122	107	15
	507	Satanta	99	23	76
HODGEMAN	227	Jetmore	79	69	10
	228	Hanston	48	33	15
JACKSON	335	Jackson Heights	112	35	77
	336	Holton	159	138	21
	337	Mayetta	250	209	41
JEFFERSON	338	Valley Falls	134	89	45
	339	Winchester	115	66	49
	340	Meriden	134	91	43
	341	Oskaloosa	87	47	40
	342	McLouth	91	67	24
	343	Perry	131	118	13

County	School District	District Name	Estimated Number Eligible	ADP of Free and Reduced Price Meals	Need
JEWELL	276	Esbon	18	13	5
	277	Burr Oak	32	23	9
	278	Mankato	116	38	78
	279	Jewell	60	51	9
JOHNSON	229	Stanley	161	48	13
	230	Spring Hill	200	116	84
	231	Gardner	435	227	208
	232	DeSoto	165	128	37
	233	Olathe	1,294	618	676
	512	Shawnee Mission	3,103	1,262	1,841
KEARNY	215	Lakin	132	101	31
	216	Deerfield	90	53	37
KINGMAN	331	Kingman	245	187	58
	332	Cunningham	117	77	40
KIOWA	422	Greensburg	45	20	25
	424	Mullinville	48	31	17
	474	Haviland	55	31	24
LABETTE	503	Parsons	734	529	195
	504	Oswego	143	102	41
	505	Chetopa	156	154	2
	506	Altamont	392	251	141
LANE	468	Healy	50	34	16
	482	Dighton	90	49	41
LEAVENWORTH	207	Ft. Leavenworth	117	99	18
	449	Easton	87	74	13
	453	Leavenworth	1,037	929	108
	458	Basehor-Linwood	84	62	22
	464	Tonganoxie	238	156	82
	469	Lansing	135	109	26
LINCOLN	298	Lincoln	115	87	28
	299	Sylvan Grove	54	10	44
LINN	344	Pleasanton	108	85	23
	346	Mound City	203	112	91
	362	LaCygne	485	182	303
LOGAN	274	Oakley	153	98	55
	275	Winona	40	9	31
LYON	251	Admire	133	106	27
	252	Hartford	133	79	54
	253	Emporia	823	586	237
MARION	397	Lost Springs	133	85	48
	398	Peabody-Burns	165	110	55
	408	Marion	125	91	34
	410	Durham	110	88	22
	411	Goessel	25	23	2
MARSHALL	364	Marysville	210	116	94
	380	Centralia	248	196	52
	488	Axtell	121	96	25
	498	Waterville	220	106	114

County	School District	District Name	Estimated Number Eligible	ADP of Free and Reduced Price Meals	Need
McPHERSON	400	Lindsborg	149	114	35
	418	McPherson	402	167	235
	419	Canton-Galva	82	82	0
	423	Moundridge	55	54	1
	448	Inman	67	49	18
MEADE	225	Fowler	6	6	0
	226	Meade	78	63	15
MIAMI	367	Osawatomie	266	216	50
	368	Paola	423	298	125
	416	Louisburg	120	123	-3
MITCHELL	272	Cawker City	318	285	33
	273	Beloit	260	228	32
MONTGOMERY	436	Caney	546	186	360
	445	Coffeyville	1,175	848	327
	446	Independence	693	462	231
	447	Cherryvale	224	127	97
MORRIS	417	Council Grove	450	166	284
MORTON	217	Rolla	72	51	21
	218	Elkhart	94	73	21
NEMAHA	441	Sabetha	172	168	4
	442	Seneca	187	107	80
	451	Baileyville	106	41	65
NEOSHO	101	Erie-St. Paul	772	363	409
	413	Chanute	690	488	202
NESS	301	Utica	29	15	14
	302	Ransom	78	47	31
	303	Ness City	80	17	63
	304	Bazine	14	10	4
NORTON	211	Norton	173	80	93
	212	Almena	89	67	22
	213	Lenora	80	64	16
OSAGE	420	Osage City	119	80	39
	421	Lyndon	59	43	16
	434	Santa Fe Trail	317	188	129
	454	Burlingame	89	77	12
	456	Melvern	109	94	15
OSBORNE	392	Osborne	163	83	80
OTTAWA	239	Minneapolis	147	108	39
	240	Bennington	141	93	48
PAWNEE	495	Ft. Larned	340	225	115
	496	Rozel	37	14	23
PHILLIPS	324	Kirwin	50	36	14
	325	Phillipsburg	225	96	129
	326	Logan	86	56	30
POTTAWATOMIE	320	Wamego	191	141	50
	321	St. Marys	314	211	103
	322	Onaga	90	57	33
	323	Westmoreland	395	102	293

County	School District	District Name	Estimated Number Eligible	ADP of Free and Reduced Price Meals	Need
PRATT	382	Pratt	277	165	112
	438	Skyline	70	67	3
RAWLINS	317	Herndon	20	18	2
	318	Atwood	148	85	63
RENO	308	Hutchinson	1,342	1,198	144
	309	Nickerson	1,574	306	102
	310	Langdon	160	123	37
	311	Pretty Prairie	99	62	37
	312	Haven	220	130	90
	313	Buhler	198	151	47
REPUBLIC	426	Courtland	81	51	30
	427	Belleville	109	87	22
	455	Cuba	40	36	4
RICE	376	Sterling	111	79	32
	401	Chase	158	79	79
	405	Lyons	241	205	36
	444	Little River	115	90	25
RILEY	378	Riley	85	74	11
	383	Manhattan	1,016	778	238
	384	Randolph	46	41	5
ROOKS	269	Palco	53	38	15
	270	Plainville	240	91	149
	271	Stockton	214	94	120
RUSH	395	LaCrosse	206	131	75
	403	Otis-Bison	172	81	91
RUSSELL	399	Paradise	62	47	15
	407	Russell	243	207	26
SALINE	305	Salina	1,326	1,103	223
	306	S. E. Saline	82	74	8
	307	Ell Saline	72	33	39
SCOTT	466	Scott City	123	73	50
SEDGWICK	259	Wichita	13,848	8,906	4,942
	260	Derby	1,022	593	429
	261	Haysville	370	228	142
	262	Valley Center	229	139	90
	263	Mulvane	138	8	130
	264	Clearwater	99	88	11
	265	Goddard	185	85	100
	266	Maize	138	88	50
	267	Andale	411	222	189
	268	Cheney	105	82	23
SEWARD	480	Liberal	1,260	462	798
	483	Kismet-Plains	106	93	13
SHAWNEE	345	Seaman	449	338	111
	372	Silver Lake	54	32	22
	437	Washburn	420	405	15
	450	Tecumseh	397	325	72
	501	Topeka	5,278	4,351	927

County	School District	District Name	Estimated Number Eligible	ADP of Free and Reduced Price Meals	Need
SHERIDAN	412	Hoxie	133	94	39
SHERMAN	352	Goodland	440	403	37
SMITH	236	Lebanon	16	8	8
	237	Smith Center	135	93	42
	238	Kensington	33	29	4
STAFFORD	349	Stafford	85	65	20
	350	St. John-Hudson	105	84	21
	351	Macksville	77	71	6
STANTON	452	Johnson	135	83	52
STEVENS	209	Moscow	35	23	12
	210	Hugoton	75	71	4
SUMNER	353	Wellington	442	332	110
	356	Conway Springs	35	24	11
	357	Belle Plaine	142	63	79
	358	Oxford	130	80	50
	359	Argonia	54	31	23
	360	Caldwell	125	73	52
	509	South Haven	99	61	38
THOMAS	314	Brewster	49	46	3
	315	Colby	210	131	79
	316	Rexford	83	52	31
TREGO	208	WaKeeney	161	137	24
WABAUNSEE	329	Alma	142	107	35
	330	Eskridge	319	81	238
WALLACE	241	Sharon Springs	100	54	46
	242	Weskan	21	18	3
WASHINGTON	221	Mahaska	111	70	41
	222	Washington	100	67	33
	223	Barnes	359	105	254
	224	Clifton-Clyde	110	83	27
WICHITA	467	Leoti	227	186	41
WILSON	387	Altoona	105	99	6
	461	Neodesha	293	190	103
	484	Fredonia	357	221	136
WOODSON	366	Yates Center	220	170	50
WYANDOTTE	202	Turner	1,077	713	364
	203	Piper	247	109	138
	204	Bonner Springs	779	381	398
	500	Kansas City	13,572	9,958	3,614

SCHOOL FOOD SERVICE STAFF NEEDS ASSESSMENT

The School Food Service Section assessed the needs of the school food authorities through a postcard survey on January 12, 1978. Sixty-five percent of the 395 school food authorities included in the assessment responded. The compilation of data is as follows:

1. **The Supervisory Assistance visits of the School Food Service Personnel are . . . .**

Too Frequent	5	4	3	2	1	Too Seldom
Responses	*5*	*8*	*125*	*15*	*14*	

2. **The Supervisory Assistance offered by the School Food Service Personnel is . . . .**

Helpful	5	4	3	2	1	Of Little Use
Responses	*76*	*46*	*38*	*5*	*4*	

3. **The results of the Supervisory Assistance visit should be referred to . . . .**

	Responses
Superintendent	*101*
Principal	*31*
School Food Service Director	*70*
School Cook	*35*
Authorized Representative	*67*
Other . . i.e., School Board, Bookkeeper	

4. **The areas in which you want more Supervisory Assistance are . . . .**

	Responses
Accountability and Reports	*59*
Increasing Participation	*27*
Applications for Free and Reduced Price Meals	*8*
School Breakfast Program	*5*
Facility and Equipment Planning	*32*
Purchasing, Such as Product Specifications	*24*
Other . . i.e., Food Waste, Menu Planning	

CHAPTER SIX

EVALUATION OF SCHOOL FOOD SERVICE PROGRAM FOR 1978

OBJECTIVES FOR NATIONAL SCHOOL LUNCH PROGRAM

Statement of Objective #1 The School Food Service will continue to make the benefits of the National School Lunch Program known and available to all children in public and private schools and public or licensed nonprofit residential child care institutions regardless of race, color, or national origin.

Evaluation Procedure to Determine if Objective Has Been Met

The benefits of the National School Lunch Program will be available to all children in public and private schools and public or licensed nonprofit residential child care institutions regardless of race, color, or national origin. A list of all public and private schools and public or private nonprofit residential child care institutions will be on file in the School Food Service Section. (Page 33, FY 1979 State Plan)

In December, 1978, a letter explaining the school nutrition programs was mailed to sixty-six residential child care institutions in the state. Additional information of program benefits and an application for participation were distributed to eight residential child care institutions: Life Line Children's Home, Kansas City; Argentine Youth Services, Kansas City; St. Francis Boys Homes, Salina and Ellsworth; Alpha Christian Children's Home, Perry; Vistara House, Inc., Wichita; The Salvation Army, Booth Memorial Residence, Wichita; Wyandotte House, Inc., Kansas City; Youth Center of McPherson, Inc., McPherson.

Of those institutions which were contacted, the Life Line Children's Home, Argentine Youth Services, and the two St. Francis Boys Homes have initiated the program. Supervisory assistance was provided for these centers.

The National School Lunch Program benefits are available in all public school districts except for Hoisington, USD #431. Difficulty in passing bonds to fund the construction of food preparation facilities still exists in Hoisington USD, which has an enrollment of 880 students in five attendance centers. The total number of attendance centers participating in the National School Lunch Program was 1,618.

Also participating were 96 private schools. This number fluctuates from year to year and within the year as a result of school closings and/or consolidation of food preparation facilities with unified school districts.

Statement of Objective #2 The School Food Service will continue to assist in the improvement of the recordkeeping phase of financial management of the school food service programs in 5 percent of the School Food Authorities.

Evaluation Procedure to Determine if Objective Has Been Met

Records will indicate that 5 percent of the School Food Authorities will be assisted in the improvement of the recordkeeping phase of financial management of the food service programs. Evidence of the activities to fulfill this objective will be on file in the School Food Service Section. (Page 34, FY 1979 State Plan.)

As requested by the School Food Authorities who responded to the postcard survey, reporting, recordkeeping, equipment inventory, and printout analysis were discussed at one-day workshops conducted in twelve locations throughout the state by the School Food Service Section and the LEA Finance Section in August and September, 1978. Ninety-three percent of the participating School Food Authorities were in attendance at these workshops.

Date	*Area*	*Meeting Place*	*No. Attending*
Tue., Aug. 1	Atchison	Atchison High School 1500 Riley	84

Date	*Area*	*Meeting Place*	*No. Attending*
Wed., Aug. 2	Kansas City	Schlagle High School 2214 N. 59th Street	112
Thur., Aug. 3	Topeka	Seaman High School 4850 Rochester Road	195
Fri., Aug. 4	Manhattan	Manhattan High School 2100 Poyntz	179
Tue., Aug. 8	Hutchinson	Plaza Towers 17 East 2nd Street	200
Wed., Aug. 9	Leon	Bluestem High School Leon	186
Thur., Aug. 10	Iola	Allen County Junior College 1801 North Cottonwood	196
Tue., Aug. 15	Wichita	St. Joseph Elementary School 135 S. Millwood	36
Wed., Aug. 16	Garden City	Hilton Inn Kansas Avenue at Campus Drive	216
Thur., Aug. 17	Oakley	Little Cafe Main Street	142
Fri., Aug. 18	Russell	Russell Senior High School 565 State Street	189
Wed., Sept. 6	Salina	City-County Building 300 West Ash	30
		Total	1,765

Supervisory assistance visits were made to new food service personnel in 1978. Recordkeeping was discussed during these on-site visits as well as during the routine supervisory assistance reviews performed by the specialists. Evidence of the workshops and supervisory assistance visits which include agenda and forms completed during the visit are on file in the School Food Service Section.

According to a survey of the specialists, at least 5 percent of the School Food Authorities improved the recordkeeping phase of financial management; thus, the section completed the objective.

Statement of Objective #3 The School Food Service will continue to assist those schools having average daily participation of less than 40 percent to increase their participation in the National School Lunch Program.

Evaluation Procedure to Determine if Objective Has Been Met

Records will indicate that those schools which have an average daily participation of less than 40 percent have been assisted in increasing their participation in the National School Lunch Program. (Page 34, FY 1978 State Plan)

The percentage of average daily participation is always calculated during the supervisory assistance reviews. Copies of the reviews on file indicate special assistance was given to schools having low participation. Methods of assistance included the following:

1. Providing survey sheets to record student likes and dislikes;
2. Discussing menu planning to include choice;
3. Suggesting make-your-own salad bar for students;
4. Discussing improvement of dining room atmosphere and serving area;
5. Suggesting the involvement of students;
6. Suggesting merchandising techniques; and
7. Encouraging school food service personnel to read the *School Food Service News* and to attend training workshops, professional meetings, and 36-hour vocational classes.

Assistance was in response to the results of the postcard survey.

Eighty schools received Nonfood Assistance Funds enabling them to purchase equipment to offer choices, merchandise food items, provide hot meals, and improve the dining room and serving areas.

According to a survey of the specialists, an increase in the participation of students in National School Lunch Program was noted during reviews. However, due to a limited schedule of school visitations, follow-up was not possible in all schools determined below 40 percent participation. This area will be emphasized in next year's school visits.

Statement of Objective #4 The School Food Service will assist schools participating in the National School Lunch Program in encouraging consumption of the nutritional meal prescribed by the United States Department of Agriculture.

Evaluation Procedure to Determine if Objective Has Been Met

Records which indicate that assistance to encourage consumption of the nutritional meal prescribed by the USDA was given schools participating in the National School Lunch Program will be on file in the School Food Service Section. (Page 36, FY 1979 State Plan)

The implementation of *offer vs. serve* in senior high schools, and on an optional basis in junior high schools, continues to be a concentrated effort to diminish waste of foods without endangering the nutritional integrity of lunches. The make-your-own salad bar concept is widely used to allow choice of food items. Copies of supervisory assistance reviews conducted in which lunches were evaluated and alternate menus offered are on file.

Consultative nutrition education services continue to be available upon request to School Food Authorities. As of January 1, 1979, twenty-one visits by the school food service specialist who devotes a portion of her time to nutrition education had been made to review and/or assist with nutrition. Reports of these visits are on file in the School Food Service Section.

Nonfood Assistance Funds were allocated to twenty-nine senior high schools and junior high schools enabling them to purchase equipment to offer choices of food items and to implement *offer vs. serve.*

According to a survey of the specialists, there was less food waste in the National School Lunch Program; this decrease in waste was attributed to the procedure whereby food is offered for student choice vs. the traditional procedure of serving the complete meal with no choice. The objective was completed.

Statement of Objective #5 The School Food Service will assist school food authorities with program efficiency by encouraging the concept of School Food Service Director.

Evaluation Procedure to Determine if Objective Has Been Met

The concept of School Food Service Director will be encouraged through presentation and discussion as indicated in the records in the School Food Service Section. (Page 36, FY 1979 State Plan)

A detailed sample job description for a School Food Service Director of a local education agency was developed. Minimum and maximum qualification guidelines are given. This is available upon request.

Copies of supervisory assistance reviews are on file and indicate discussion with authorized representatives concerning the concept of cooperative utilization of managerial personnel. As of January 1, 1979, USD #272 and USD #273, Cawker City and Beloit respectively, cooperatively employ a food service director and continue to operate effective and efficient programs.

OBJECTIVES FOR SCHOOL BREAKFAST PROGRAM

Statement of Objective #6 The School Food Service will maintain supervisory assistance to existing School Breakfast Programs.

Evaluation Procedure to Determine if Objective Has Been Met

Evidence of supervisory assistance to the existing 188 School Breakfast Programs will be found in reports on file in the School Food Service Section. (Page 37, FY 1979 State Plan)

The School Food Service specialists reviewed forty-seven breakfast programs during supervisory visits as evidenced by supervisory assistance reviews filed in the School Food Service Section.

Assistance was given in the areas of:

1. Menu analysis to determine adequacy of meals;
2. Preparation of records and reports;
3. Menu suggestions to encourage variety in meals;
4. Observe meal acceptability;
5. Observe compliance of Civil Rights.

The majority of superintendents, principals, and teachers agree that students participating in the School Breakfast Program have better school attendance, improved learning habits, and fewer discipline problems than before the program was implemented.

Statement of Objective #7 The School Food Service will assist with the establishment of new school breakfast programs in 2 percent of the attendance centers not now participating with at least half of these schools with 25 percent or more of enrollment eligible for free and reduced price meals.

Evaluation Procedure to Determine if Objective Has Been Met

Records will indicate that 2 percent of the attendance centers not now participating in the School Breakfast Program, will be assisted with the establishment of new School Breakfast Programs with half of these in schools with 25 percent or more of enrollment eligible for free and reduced price meals. (Page 37, FY 1979 State Plan)

Specialists answered questions and distributed information concerning the School Breakfast Program as supervisory visits were made in schools as evidenced in the filed reports.

A session, ***Breakfast at School,*** was presented to 570 public and nonpublic school food service personnel at four School Food Service workshops in August, 1978. USDA breakfast outreach materials have been distributed to schools upon request.

The School Breakfast Program increased as follows:

	January 1, 1976	*January 1, 1977*	*January 1, 1978*	*January 1, 1979*
Attendance Centers Participating	134	159	188	201
Base Kitchen	34	33	41	48
Walk-Over Schools	17	21	22	22
Satellite Schools	27	21	22	56
Single Self-Contained Kitchen	55	71	71	75

The objective for establishing new school breakfast programs in 2 percent of attendance centers not now participating with one-half in schools with 25 percent or more of enrollment eligible for free and reduced price meals was not met as evidenced by records on file in the School Food Service Section. The addition of 13 attendance centers is a 1 percent increase. An objective to assist in the establishment of new breakfast programs in 2 percent of the attendance centers not now participating, and an objective to promote the establishment of School Breakfast Programs with emphasis on attendance centers determined to be in severe need are included in the objectives in Chapter Two.

OBJECTIVES FOR CHILD CARE FOOD PROGRAM

Statement of Objective #8 The School Food Service will conduct at least eight (8) training sessions for sponsoring organizations of the Child Care Food Program with emphasis on their responsibility for keeping and submitting complete and accurate records and for meeting minimum nutritional requirements.

Evaluation Procedure to Determine if Objective Has Been Met

Eight training sessions will be conducted for sponsors of Child Care Food Programs. (Page 38, FY 1979 State Plan)

The training sessions had not been scheduled by January 1, 1979.

The legislation passed in November, 1978, and the implementing regulations will make many changes in administration of the Child Care Food Program. It is the intent of the School Food Service Section to present the proposed regulations to the directors of the centers by means of workshops during the comment period allowed by USDA.

A Child Care Food specialist from the School Food Service Section talked on *Feeding the Young Child* and the Child Care Food Program at two sessions of the Fall Conference of the Kansas Association for the Education of the Young Child held in Manhattan on October 14, 1978.

Statement of Objective #9 The School Food Service will provide supervisory assistance for all sponsoring organizations and sponsors of new programs and for 60 percent of those Child Care Food Program sponsors now participating.

Evaluation Procedure to Determine if Objective Has Been Met

All new programs and 60 percent of the existing programs will be visited and supervisory assistance provided as evidenced by reports on file. (Page 39, FY 1979 State Plan)

Between January 1, 1978, and December 29, 1978, 90 supervisory assistance reviews were made and copies of the reviews are on file. Twenty-three conferences were held with directors and/or cooks who were either new in their positions or were new sponsors in this program.

The sponsoring organizations providing administrative guidance to family day care providers and small centers are Southridge Community Day Care in Shawnee Mission, Reno County Child Care Association in Hutchinson, Wyandotte Association for Child Care Services in Kansas City, the Wichita Child Day Care Association, the North Topeka Head Start Full Day Center, and the North East Kansas Community Action Program, Inc. in Holton. All sponsoring organizations were reviewed during 1978.

The Child Care Food Program was initiated in the following ten centers during calendar year 1978: Campus Child Care Center, Inc., Pittsburg; Ballard Community Center in Lawrence; Russell Child Development Center, Garden City; Southwest Developmental Services, Inc., Garden City; McPherson Co. Diversified Services; Deer Creek Area Child Development Corporation in Topeka; Heidi and Peter Academy Day Care in Topeka; Sheridan County Child Development, Inc. in Hoxie; Kat 'N Fiddle Day Care Center, Inc. in Kansas City, and West Wichita Child Care Center. Five were reviewed prior to January 1, 1979.

A change of personnel or personnel assuming different responsibilities whether it be administrator, cook, or authorized representative, often requires consultative service in addition to a supervisory review. Supervisory assistance was given to the following personnel: Becky Gregory, El Dorado; Bibiana Steele, Lawrence; Marsha Chaffee, Dodge City; Joan Stangle, Newton; Martha Graber, Hesston; Dorothy Watson, Parsons; Pam Henne, Hillsboro; Lois Rains, Salina; Judith Urich, Hutchinson; Jamie Walls, Hutchinson; Janet James, Wichita; Arleta Crane, Haysville; Kathy Leon, Wichita; Lois A. Eskilson, Wichita; Teresa Lynn Saunders, Topeka; Ruth E. Rothfuss, Topeka; Harlan Clifton and Sharon Rowe, Fredonia; Gail Littlejohn, Kansas City, and Laurie Warren, Kansas City.

Due to limited time for scheduling visits to sponsors of the Child Care Food Program, the full impact of supervisory assistance can not be assessed.

Statement of Objective #10 The School Food Service will expand the Child Care Food Program by enrolling ten (10) eligible sponsors and/or sponsoring organizations not now participating.

Evaluation Procedure to Determine if Objective Has Been Met

The Child Care Food Program will be expanded by ten (10) eligible sponsors and/or sponsoring organizations. Evidence of this will be on file in the School Food Service Section. (Page 39, FY 1979 State Plan)

During the year, the Bureau of Maternal and Child Health, which is the licensing agency for child care facilities, provided the School Food Service Section with names and addresses of licensed centers as their licenses were issued. Information of program benefits has been disseminated to 427 of these program directors. It was not known which were profit-making and which were not for profit. Thirty-nine centers requested additional information or applications. Seven of that number have completed enrollment procedures to participate in the Child Care Food Program.

One center added to the roster of the non-sponsored programs had participated previously under sponsorship of the Wichita Child Day Care Association.

The Child Care Food Program increased as follows:

	December 31, 1977	*December 31, 1978*
Independent Child Care Sponsors	85	97
Child Care Centers	137	150
Average Daily Attendance	5,527	4,744
Sponsoring Organizations	7	8
Dependent Child Care Centers	20	28
Average Daily Attendance	487	612
Family Day Care Homes	73	217
Average Daily Attendance	280	870
Average Daily Lunches	3,811	4,700
Average Daily Suppers	390	438
Average Daily Breakfasts	2,654	3,221

OBJECTIVES FOR SPECIAL MILK PROGRAM

Statement of Objective #11 The School Food Service will provide information about the Special Milk Program to all public or private schools which are not currently participating and provide assistance upon request.

Evaluation Procedure to Determine if Objective Has Been Met

A list of all the public and private schools to whom information about the Special Milk Program was sent will be on file in the School Food Service Section. (Page 40, FY 1979 State Plan)

In the School Food Service Section, there is on file a list of all the public and private schools to whom information about the Special Milk Program was mailed. This list is comprised of all schools which receive the *School Food Service News*; some of these schools participate in School Food Service Programs, but not in the Special Milk Program.

Schools have been encouraged to participate in the Special Milk Program through personal contacts (documented on supervisory assistance reviews), correspondence, telephone calls, workshops, vocational classes, and articles in the *School Food Service News*.

Statement of Objective #12 The School Food Service will monitor the implementation of the Special Milk Program in participating schools.

Evaluation Procedure to Determine if Objective Has Been Met

Summaries of the on-site visits to schools participating in the Special Milk Program will be on file in the School Food Service Section and will indicate implementation of the program was monitored. (Page 41, FY 1979 State Plan)

In the School Food Service Section, copies of Supervisory Assistance Reviews are on file. At the time of each review, the status of the implementation of the Special Milk Program was determined. If requirements were not being met, corrective action to be taken was recorded on the review. When corrective action had been completed, the school was requested to notify the state director. Follow-up letters have been mailed to schools who have not notified the state director.

Implementation of the program was also monitored through analysis of computer printouts. Follow-up was done by correspondence, telephone calls, or personal contacts.

OBJECTIVES FOR TRAINING

Statement of Objective #13 The School Food Service will maintain the present twenty (20) vocational training classes and ten (10) one-day workshops for food service personnel; and will sponsor, when necessary, instructional meetings for local administrative personnel (administrative, authorized representatives and clerical or recordkeeping personnel) who work with school food service procedures.

Evaluation Procedure to Determine if Objective Has Been Met

Twenty (20) vocational training classes and ten (10) one-day workshops for food service personnel will be held. (Page 41, FY 1979 State Plan)

Twenty-three vocational training classes were conducted in the 1977-78 school year. An announcement of classes and registration forms were mailed to all public and private schools who participated in the school food service programs. The schedule of classes was as follows:

Date	*Location*	*Subject and Instructor*
September 22-November 17, 1977	Topeka Logan Junior High School	Nutrition Ruthann Roepke
October 4-November 10, 1977	Olathe Olathe Central Kitchen	Fruits & Vegetables Beverly Bilotta
February 28-March 18	Hays Lincoln Elementary	Nutrition Sheila Brening
March 27-May 3	Shawnee Mission Shawnee Mission West H.S.	Baking Betty Chapman
April 3-7 and April 10-14	Hutchinson Hutchinson High School	Baking Terran Schetzbaum
April 6-May 11	Witchita St. Joseph Elementary	Main Dish Enas Walker
April 12-May 22	Parsons Parsons High School	Nutriton DeAnne R. Binns

May 31-June 3	Newton Newton High School	Nutrition Enas Walker
June 12-16	Wichita Coleman Junior High	Fruits & Vegetables Enas Walker
June 12-16	Kinsley Kinsley High School	Baking Maxine Will
June 12-16	Concordia Concordia High School	Main Dish Patty Rufener
June 12-16	Ottawa Ottawa High School	Baking Marcia Wurtz
June 12-16	Phillipsburg Phillipsburg High School	Baking Kathe Lundhagen
June 19-23	Winfield Winfield High School	Nutrition Mary Ann Baker
June 19-23	Seneca Nemaha Valley High School	Nutrition Georgia Nutt
June 19-23	Coffeyville Coffeyville Food Center	Main Dish Maxine Will
June 19-23	Colby Colby Junior High School	Nutrition Sharron Knox
June 26-30	Great Bend Great Bend Food Service Center	Management LaMona Sherwood
June 26-30	Atchison Atchison High School	Main Dish Georgia Nutt
June 26-30	Fort Scott Winfield Scott Elementary	Fruits & Vegetables Mary Dunn
June 26-30	Garden City Gertrude Walker School	Fruits & Vegetables Mona Karl
July 7-14	Ottawa Ottawa High School	Baking Bessie Coleman
July 24-28	Lincoln Lincoln High School	Baking Patty Rufener
August 21-24	Dodge City Vocational Education Building	Nutrition Mona Karl

Two classes were held at Ottawa and Wichita. Classes at Topeka, Olathe, Hays, Shawnee Mission, Hutchinson, St. Jospeh, Wichita, and Parsons were conducted in the late afternoon or evening during the school year. The remaining classes were conducted during the summer.

The following classes were planned and conducted in the fall of 1978 using fiscal year 1979 funds:

Date	*Location*	*Subject and Instructor*
September 20-October 9	Leon Bluestem High School	Main Dish Enas Walker
September 26-December 5	Abilene Kennedy Elementary School	Fruits & Vegetables Jean Pierce
October 4-December 13	Manhattan Junior High School	Fruits & Vegetables Sue Greig

Eleven one-day workshops were conducted in August, 1978, for food service personnel at the following locations: Atchison High School, Atchison; Schlagle High School, Kansas City; Seaman High School, Topeka; Manhattan High School, Manhattan; Plaza Towers, Hutchinson; Bluestem High School, Leon; Allen County Community Junior College, Iola; St. Joseph Elementary School, Wichita; Hilton Inn, Garden City; Little Cafe, Oakley; and Russell High School, Russell.

Meetings were centrally located so that all food service personnel could participate. These meetings were held to familiarize food service personnel with up-to-date information for the current school year. All participants at the August workshops evaluated the programs and material; the following percentages represented the statewide evaluation: Not applicable, 2 percent; Somewhat applicable, 29 percent; Very applicable, 69 percent.

The LEA Finance Section in cooperation with the School Food Service Section, conducted eleven recordkeeping workshops in August, 1978, for local administrative personnel who work with school food service procedures. These meetings were held on the same date at the same time and location as the workshops for school food service employees. These meetings presented opportunities for discussion and clarification of reporting forms, source documents, and computer printouts. Since these items relate directly to reimbursement claims, results of the meetings were to be a better understanding of the reporting system, fewer errors in reporting, and faster payment of claims.

An announcement of the meetings was included in the announcements of the one-day workshops that were mailed to all public and private schools participating in the school food service programs. Meetings were held according to the schedule included in Objective #2 of this chapter.

A make-up recordkeeping workshop was conducted in Salina in September for persons who were unable to attend an August meeting or for those wanting further help. Information about this meeting was mailed to all authorized representatives.

Statement of Objective #14 The School Food Service will cooperate with state universities, community junior colleges, and area vocational-technical schools to determine the need for classes for food service personnel, administrators, and teachers of classes, to coordinate the classes offered on a statewide basis and to develop course content.

Evaluation Procedure to Determine if Objective Has Been Met

Full cooperation will be given to state universities, community junior colleges, and vocational-technical schools to determine need for classes, to coordinate classes on a statewide basis, and to develop course content. All correspondence, articles in the School Food Service News, and reports of personal contacts which relate to an effort to cooperate will be on file in the School Food Service Section. (Page 43, 1979 State Plan)

One school food service specialist is designated to work with continuing education activities in food service.

The specialist met with Dr. Marian Spears, Head, Department of Dietetics, Restaurant and Institutional Management, College of Home Economics, Kansas State University, in October, 1977. Plans were made to offer a second Seminar for Food Service Educators at Kansas State University for teachers of vocational classes. This course was offered June 5-9, 1978, for one hour of college credit. Twenty-four teachers and potential teachers completed this class. Participants re-evaluated and worked on the revision of the *Main Dish Manual* used in 36-Hour Vocational classes. Four additional classes were offered for food service personnel in June and July, 1978, at Kansas State University. In October, 1978, plans were made to offer another class, June 5-8, 1979, at Kansas State University for teachers of vocational classes. Two additional classes will be offered for food service personnel in June, 1979, at Kansas State University.

In November, 1977, the specialist also worked with Sue Hippensteel, Home Economics Department at Pittsburg State University, and Sandria Lindsay, Home Economics Department at Fort Hays State University, to finalize plans for purchasing workshops to be offered during the 1978 summer sessions. Twenty-five food service employees participated in the Purchasing Workshop at Pittsburg State University, July 17-21, 1978. At Fort Hays State University, there were twenty-eight enrollees in the Purchasing Workshop, July 24-28, 1978. The Purchasing Workshop outline that was developed and used in a workshop offered at Kansas State University several summers ago was used at Pittsburg State University and Fort Hays State Univer-

sity. In November, 1978, the specialist finalized plans for workshops to be offered at three state universities during the summer sessions in 1979. They are as follows:

Date	*Location*	*Workshop*
June 11-15, 1979	Pittsburg State University Pittsburg	Personnel Relations
June 25-29, 1979	Kansas State University Manhattan	Food Service Employee Relations
July 23-27, 1979	Fort Hays State University Hays	Supervision for Food Service Personnel

The specialist met with Dr. Virginia Moxley, Home Economics Department, Emporia State University, to plan a workshop for food service personnel at Emporia State University during the 1979 summer session. The university decided not to offer a class in the 1979 summer session but definitely is interested in offering a class in the summer of 1980.

Announcement of 1978 food service workshops and services offered by state universities was included in the January-February and April *School Food Service News*. Copies are available upon request. Food service personnel were also informed by correspondence, personal contacts, and telephone calls.

The specialist and Dr. Marian Spears, Head, Department of Dietetics, Restaurant and Institutional Management, College of Home Economics, Kansas State University, planned a Food Service Personnel Training Conference, which was held October 13, 1978, at Kansas State University. The purpose of the conference was to identify specific needs for training food service employees, identify educational resources in Kansas, and make recommendations for meeting needs. Persons in attendance were as follows:

Dr. Marian Spears	Head, Department of Dietetics; Restaurant and Institutional Management, Kansas State University
Mrs. Rita Hamman	Director, School Food Service, State Department of Education
Mr. Dean Prochaska	Director, Vocational Education Administration, State Department of Education
Miss Carol Oberle	Specialist, Home Economics, Educational Assistance, State Department of Education
Dr. Virginia Moxley	Head, Home Economics Department, Emporia State University
Mrs. Dorothy Wise	Kansas Dietetic Association, Wichita
Mr. Larry Shaffer	Vice President, Kansas Hospital Association, Topeka
Mrs. Shirley Bruno	Division of Aging, Title VII, Topeka
Mrs. Sandra Keith	Dietetic Consultant, Coffeyville
Mr. Greg Compton	Educational Director, Great Plains Lutheran Hospital, Phillipsburg
Mrs. Sandria Lindsay	Home Economics Department, Fort Hays State University
Dr. Deborah Canter	Assistant Professor Department of Dietetics, Restaurant and Institutional Management, Kansas State University, Manhattan
Mrs. Sue Greig	President, Kansas School Food Service Association, Manhattan
Ms. Lavonna Morrison	Instructor, Department of Dietetics, Restaurant and Institutional Management, Kansas State University, Manhattan
Dr. Elizabeth Vallace	Continuing Education, Kansas State University, Manhattan
Dr. Lance Kramer	Continuing Education, Kansas State University, Manhattan
Ms. Sheila Cochran	Wichita Dietetic Center, Kansas State University, Manhattan
Dr. Stan Roskoski	Continuing Education, Kansas State University, Manhattan
Mr. Brad Streeter	Kansas Restaurant Association, Manhattan

Kansas State University offered a class for food service employees, Focus on Food Service, from October 3-December 5, 1978 on Telenet. Dr. Deborah Canter, R.D. Assistant Professor, Department of Dietetics, Restaurant and Institutional Management, College of Home Economics, Kansas State University, was the moderator. Two hundred and sixty food service employees enrolled in the class. Of this number, one hundred seventy-eight enrolled for one hour of college credit. Approximately one-half of the number enrolled were school food service employees. Announcement of the Telenet course was made in the *School Food Service News* and by a pamphlet mailed to School Food Authorities.

An effort was made to ensure the availability of classes on a statewide basis, so that all food service personnel were aware of the classes offered and, if interested, could participate. The classes included material that was of interest and use to all food service personnel. For example, in the Seminar for Food Service Educators, there was one enrollee from Extension Service and a dietetic consultant for nursing homes. One hospital food service employee attended the Purchasing Workshop at Pittsburg State University. In the Purchasing Workshop held at Fort Hays State University, there were two food service employees from Title VII programs, a food service director for an area vocational-technical school, and a food service employee from a nursing home. Included in the enrollees in the 36-Hour Vocational Baking Class at Phillipsburg in June, 1978, were food service employees from two hospitals, a nursing home, and a restaurant.

Statement of Objective #15 The School Food Service with the assistance of the universities will evaluate the course content of the classes offered to ensure relevancy.

Evaluation Procedure to Determine if Objective Has Been Met

Results of the evaluation of course content of classes will be on file in the School Food Service Section. (Page 43, FY 1979 State Plan)

Each school food service specialist who was responsible for coordination of vocational classes in her region was in charge of evaluation of the course content. Class participants and some of the teachers completed the evaluation forms. These forms are currently not on file in the School Food Service Section, but are on file with each specialist in the region. It would be difficult to evaluate the course content on the state level, because each region evaluated the course according to its particular needs and expectations.

Teachers of vocational classes enrolled as participants in the class Seminar for Food Service Educators offered June 5-9, 1978, at Kansas State University. During the class, the course content of all school food service vocational classes was evaluated, and participants worked on the revision of the ***Main Dish Manual.***

Participants and instructors also evaluated course contents of all food service classes offered at the state universities. Results have been summarized and will be used in planning future classes.

Statement of Objective #16 The School Food Service will provide in-service training for the staff of the State Department of Education working in the area of school food service.

Evaluation Procedure to Determine if Objective Has Been Met

In-service training sessions will be provided for State Department of Education staff working in the area of school food service. Agenda and persons in attendance will be on file in the School Food Service Section. (Page 44, FY 1979 State Plan)

In-service training sessions were scheduled for the staff of the State Department of Education working in the area of school food service on the third Monday of each month. Announcement of staff meeting dates was made a year in advance in Et Cetera, the Department's intra-agency newsletter. The director of the School Food Service Section mailed a copy of the agenda in advance to each school food service specialist so that additional subjects to be covered in the in-service sessions could be added. It was the policy of the in-service sessions to schedule any staff members who had participated in professional development courses, seminars, or workshops on the agenda of the next in-service session to share any new ideas or concepts with the rest of the School Food Service Section. For example, two school food specialists participated in a Purchasing Workshop at Pittsburg State University, Pittsburg; six specialists participated in the Seminar for Food Service Educators at Kansas State University; two specialists attended the Telenet class, Focus on Food Service, offered by Kansas State University; one specialist enrolled in a nutrition class; the director and two specialists attended the annual meeting of the American School Food Service Association, New Orleans; and the director and seven specialists attended the annual meeting of the Kansas School Food Service Association, Wichita. Information about these classes and meetings was presented during in-service training sessions.

In addition, guest speakers provided additional information for in-service training. LEA Finance Section of the Department arranged for their Accountant II to attend two in-service sessions to give an update and review of School Food Service reports and computer printouts for the specialists. Mr. Ed Moorhead, a representative from Wear-Ever Equipment Company, was scheduled for one in-service training session to present information about available equipment for salad bars.

Agenda and persons in attendance are on file in the School Food Service Section.

OBJECTIVES FOR NUTRITION EDUCATION

Statement of Objective #17 The School Food Service will sponsor and encourage participation in a nutrition education workshop for nutrition education coordinators, other personnel, and community leaders interested in promoting nutrition education.

Evaluation Procedure to Determine if Objective Has Be n Met

A Nutrition Education Coordinator's Workshop will be sponsored by the School Food Service Section. Proceedings of the workshop will be compiled and kept on file in the School Food Service Section. (Page 44, FY 1979 State Plan)

A Nutrition Education Coordinator's Workshop was planned to provide a select group of school food service directors an opportunity to review recent nutrition education resource materials, exchange successful teaching ideas, develop usable nutrition education materials, and discuss the status of nutrition education in Kansas. The workshop was held in Wichita, October 27, 1978. Seventeen school food service directors and assistant directors, seven nutrition education teachers, one dietician, two students, the Assistant Commissioner of Agency Services, the school food service director, an educational program specialist, and seven school food service specialists attended.

In the workshop nutrition education materials which included slides, contracts, and other resources were presented by the workshop leader, Mrs. Virginia Stucky, R.D., Wichita. Teaching ideas for protein, carbohydrate, Vitamin A, and sugar were developed during the work sessions.

Of the twenty-seven evaluation forms which were returned, the participants rated the workshop as follows: 70 percent indicated the workshop facilities were very adequate; 85 percent indicated the workshop information was of much value; 82 percent gained many useful ideas; and 15 percent thought they gained some ideas. Eighteen percent rated the workshop good, and 82 percent rated it excellent. Ninety-three percent indicated they would like another workshop next year. Other comments listed on the evaluation forms included (1) a suggestion to invite a teacher or an administrator to attend a workshop with a food service director and (2) topics of future workshops, such as nutrition for the athlete, teenage eating, dieting through behavioral modification, and interrelationship of nutrients. The evaluation forms are on file in the School Food Service Section.

Statement of Objective #18 The School Food Service will make teaching aids and learning center activities available for grades 1-9.

Evaluation Procedure to Determine if Objective Has Been Met

Nutrition education teaching aids will be available for grades one through nine. (Page 45, FY 1979 State Plan)

Nutrition education resource materials for various grade levels are being collected by the School Food Service Section. Materials are evaluated to determine for which of the following levels they are appropriate.

Level One:	Kindergarten through Third Grade
Level Two:	Fourth Grade through Sixth Grade
Level Three:	Seventh Grade through Ninth Grade
Level Four:	Tenth Grade through Twelfth Grade
Level Five:	Adults

The above levels were developed with the approval of the Educational Assistance Section of the Kansas State Department of Education.

Activities which were developed for Level One and Level Two are listed on Page 14 of the State Plan, FY 1979.

The following nutrition education teaching aids were collected for Level Three:

Nutrition Education Level III - Grades 7-8-9

Tests for Protein and Other Nutrients
Food Recall and Calculation
Changing Food Habits
Brain Game
Suggested Activities in Health and Nutrition Education for the Middle School
Introducing Iron
Nice to Know about Iron
Iron Contract

In addition, the following materials were collected for Level Four:

Level IV — Grades 10-11-12

This is What I Ate
Functions of Nutrients
Nutrition Games
More than Nutrients or Food Groups
Need to Have Good Food Habits
Effect of Diet and Disease

Additional resource materials will be collected and compiled in the loose-leaf notebooks entitled, *Nutrition is Our Bag*.

Statement of Objective #19 The School Food Service will maintain a working bibliography of nutrition education materials available and resources used in nutrition education programs.

Evaluation Procedure to Determine if Objective Has Been Met

The working bibliography of nutrition education activities and resources on file in the School Food Service Section will be maintained and will be available upon request. (Page 46, FY 1979 State Plan)

A bibliography of nutrition education resource materials was compiled and is available on a loan basis from the School Food Service Section. An announcement of the availability of this bibliography was made in the *School Food Service News*. However, no requests for the bibliography were received. The bibliography was updated in May, 1978.

Since no requests have been made for the updated bibliography, an annotated bibliography of nutrition education materials in the School Food Service Section was developed to list and evaluate available resource materials for the Nutrition Education and Training Program State Plan. This list is included in the Appendix of the Nutrition Education and Training Program Needs Assessment and has been duplicated for distribution to school food service directors or upon request.

New film catalogs were reviewed and a list of current foods and nutrition films was compiled. This list is on file in the School Food Service Section. Copies of the list were distributed at the Kansas School Food Service Association Convention and the Northwest Kansas League Teacher In-service Meeting.

Statement of Objective #20 The School Food Service will cooperate with other sections of the Kansas State Department of Education and other interested agencies and groups to promote nutrition education through Child Nutrition Programs.

Evaluation Procedure to Determine if Objective Has Been Met

Records will indicate cooperation with other sections of the Kansas State Department of Education and other interested agencies and groups to promote nutrition education through Child Nutrition Programs. **(Page 47, FY 1979 State Plan)**

The School Food Service Section director and specialists participated in the following activities or programs which emphasized nutrition education.

1. *Nutrition Education Seminar*

   The meeting held in Manhattan, March 30, 1978, was jointly sponsored by the Kansas School Food Service Association and Kansas State University. One specialist served on the committee which planned the seminar program; the director chaired one session of the seminar, and the other specialists attended the seminar. The seminar program is on file in the School Food Service Section.

2. *Kansas Nutrition Council*

   This group meets every two months to discuss topics related to nutrition and nutrition education. The director and/or one specialist regularly attended the meetings.

3. *The Kansas Coaches Clinic*

   The School Food Service Section cooperated with the Kansas High School Activities Association by sponsoring Dr. Nathan Smith, nutritionist and author of *Food for Sport*, who spoke to two hundred coaches at the annual coaches clinic in Wichita on August 7, 1978. The purpose of this presentation was to help coaches become aware of the importance of daily nutritious meals for athletes. The major points of Dr. Smith's presentation were summarized in the *School Food Service News*. This article has been used by school food service directors as they have worked with students.

4. *American School Food Service Regional Leadership Conference*

   This conference was held in Little Rock, Arkansas, in the spring of 1978. One specialist attended. A session on nutrition education was held and a tape recording of this session is on file. Teaching techniques discussed at this conference have been incorporated into nutrition education in-service workshops conducted by the School Food Service Section.

5. *School Food Service Workshops* - August, 1978

   Five of the ten one-day school food service workshops featured Virginia Stucky, R.D. and her presentation covering necessary nutrients, especially iron. Three of the workshops featured Joanne White of the Dairy Council. She discussed using Dairy Council resource materials to evaluate daily food nutrient intake.

6. *Kansas School Food Service Association Convention*

   This convention was held in Wichita, Kansas, October 27-30, 1978. Nutrition was emphasized in a meat preparation demonstration and in a visual aid presentation. The school food service director and the specialists attended the convention and participated in the sessions.

7. *Youth Advisory Council Workshop*

   The first Kansas statewide Youth Advisory Council (YAC) Conference was held in Manhattan, Kansas, August 18, 1978. One of the goals of the group is to improve nutrition education. Approximately 75 youth and adults attended. The director and two specialists participated in the program. The program is on file in the School Food Service Section.

   Some of the local YAC groups have selected nutrition projects such as establishing a breakfast program, decorating a lunchroom with nutrition motifs, and nutrition presentations.

8. *Nutrition Education and Training Program Needs Assessment and State Plan*

   The Nutrition Education and Training Program Needs Assessment and State Plan for Fiscal Year 1978 were completed in the summer of 1978. These documents were the result of a combined effort between the School Food Service, the Educational Assistance, and the Program Analysis and Evaluation Sections of the State Department of Education, the Department of Health and

Environment, the Department of Social Rehabilitation Service, school administrators, teachers, school food service directors, Kansas Cooperative Extension Service, Dairy Council, Inc., county child care associations, Kansas Dental Health Association, Kansas Heart Association, Kansas Nutrition Council, Kansas Wheat Commission, and public universities and colleges.

Statement of Objective #21 The School Food Service will provide, upon request, consultative service in the areas of implementation and/or evaluation of nutrition education programs.

Evaluation Procedure to Determine if Objective Has Been Met

Records of School Food Authorities requesting nutrition education consultative service and of the service provided will be maintained by the nutrition education specialist and kept on file in the School Food Service Section. **(Page 48, FY 1979 State Plan)**

Consultative service to evaluate existing nutrition education programs, to initiate and/or expand existing programs, and to conduct in-service nutrition education meetings in schools have been provided upon request by specialists.

Records and evaluations of the following services are on file:

Evaluation:	November 10, 1977	Topeka, Seaman School District	
	November 29-30, 1977	Manhattan School District	
	March 3-16, 1978	Derby School District	
Program Initiation:	Fall, 1977	Kingman School District	The Food Service Director initiated nutrition education at elementary level.
In-service meetings:	November 7, 1977	Council Grove	15 teachers, 15 school food service personnel
	December 6, 1977	Leavenworth	35 administrators and teachers, 60 school food service personnel
	January 10, 1978	Oakley	50 teachers
	January 30, 1978	Grainfield	50 teachers
	February 15, 1978	Hays	15 teachers and 1 school food service director
	March 1, 1978	Scott City	35 teachers
	March 28, 1978	Stockton	15 teachers
	April 13, 1978	Altoona-Midway	13 teachers
	May 3, 1978	Parsons School Food Service Nutrition Education Class	30 school food service personnel
	June 3, 1978	Newton	45 school food service personnel
	October 18, 1978	Leoti	25 teachers
	October 19, 1978	Sharon Springs	30 teachers
	November 8, 1978	Oakley Northwest Kansas League Teacher In-service Meeting	30 teachers
	November 13, 1978	Brewster	20 teachers
	November 14, 1978	McDonald	30 teachers
	November 27, 1978	Norton	5 school nurses
	December 13, 1978	Ness City	48 teachers
		Total	567

Statement of Objective #22 The School Food Service will work with the established task force as needed to study pertinent issues and to make recommendations.

Evaluation Procedure to Determine if Objective Has Been Met

The task force will study issues and make recommendations which involves the School Food Service Section and other groups and agencies. Reports of its work will be on file in the School Food Service Section. (Page 49, FY 1979 State Plan)

The task force met at the County Building at Salina, Kansas, November 30, 1978. The group helped to establish and prioritize the objectives for the *Fiscal Year 1980 School Food Service State Plan.* A report of the work accomplished is on file in the School Food Service Section.

Statement of Objective #23 The School Food Service will use a systematic procedure for subjective evaluations of Child Nutrition Programs.

Evaluation Procedure to Determine if Objective Has Been Met

Results of the evaluation will determine the emphasis of the Fiscal Year 1980 State Plan. Summary records will be on file in School Food Service Section. (Page 49, 1979 State Plan)

Currently a subjective statement is written by the school food service specialist on the supervisory review form at the completion of each review, which is on file in School Food Service Section.

Information received from three states in the Mountain Plains USDA Region did not provide information pertinent to developing an instrument for subjective evaluation. A list of observable factors and descriptors for each area has been drafted.

APPENDIX

DEFINITIONS

Attendance Center ..... A school where meals are prepared and/or served.

Authorized Representative ..... A person designated by the school food authority or sponsor to enter into any agreement with the State Department of Education and to act for the school food authority or sponsor in preparing or signing any other documents, reports, and claims for reimbursement.

Base Kitchen ..... A kitchen preparing food for itself and one or more satellite schools.

Child ..... A person under 21 chronological years of age, or a student of high school grade or under. (National School Lunch Program)

Child Ca. e Center ..... Any licensed, nonschool, public or private nonprofit organization providing day care services where children are not maintained in permanent residence.

Children ..... Persons under 19 chronological years of age. (Child Care Food Program)

Compliance Review ..... An on-site visit to see if regulations are being met.

Federal Fiscal Year ..... A period of twelve calendar months beginning October 1 and ending September 30.

Food Service Equipment Assistance Funds ..... Funds made available for the purchase or rental of equipment for the initiation, maintenance, and/or expansion of child nutrition programs. (Section 5, Child Nutrition Act of 1966)

Free Meal ..... A meal for which neither the child nor any member of his or her family pays or is required to work in the schools' lunch program.

Institution ..... A child care center as defined or a sponsoring organization as defined.

Local Funds ..... The funds from sources within the state which are eligible to be counted in meeting the matching requirement: (1) funds expended for the program, including program administration, by the state or its political subdivisons or by or on behalf of any School Food Authority from any source of state or local funds (including, but not limited to, children's payments), except funds expended for land or the acquisition, construction or alteration of buildings; and (2) the value of commodities, services, supplies, facilities, and equipment, donated to the program, except the value of commodities donated by FNS or the value of land or the rental value of buildings used in connection with the program.

Management and Technical Assistance ..... A team activity conducted cooperatively by the Food and Nutrition Service Regional Office and the state agency to assist major city school systems in the administration and operation of child nutrition programs.

Offer vs. Serve ..... A food-serving procedure in which senior high school students and, when approved by the local school food authority, students in any junior high school are offered all four components of a lunch, but are required to take only three of five items for the lunch to be eligible for reimbursement.

On-Site Review ..... A visit to a participating school or service institution by a school food service specialist for the purpose of providing supervisory assistance.

Overclaim ..... A claim for any amount in excess of that which is legally reimbursable.

Participation Rate ..... A number equal to the number of meals which meet minimum requirements served during a specified time.

Private Nonprofit ..... Not conducted for the purpose of profit and thus exempt from income tax under Section 501(c)(3) of Internal Revenue Code of 1954.

Reduced Price Meal ..... A meal which is priced less than the full price of the meal. Neither the child nor any member of his family is required to work in the school food service program.

Reimbursement ..... Financial assistance paid or payable to school food authorities and institutions participating in the program for meals meeting the requirements served to children.

Reimbursement Claim ..... Claim submitted monthly to provide sufficient data for justifying compensation for meals and/or milk served during the reporting period.

Satellite School ..... A serving center receiving food from a base kitchen.

School ..... Any public or nonprofit private school of high school grade or under, and any public or licensed nonprofit private residential child care institution.

School Food Authority ..... A governing body which is responsible for the administration of one or more schools or institutions and which has legal authority to operate school food service programs.

School in Severe Need ..... A school in which at least 40 percent of the lunches served in the second preceding school year were free and reduced price meals, and the maximum reimbursement per meal is insufficient to cover the costs of the School Breakfast Program.

Single, Self-contained Kitchen ..... A single, self-contained preparation and serving center.

Sponsor ..... A child care center as defined or a sponsoring organization as defined.

Sponsoring Organization ..... Any public or private nonprofit organization which is an independent entity responsible for the management of the food program in one or more child care centers or family and group day care homes.

State Administrative Expense Funds ..... Funds from federal sources allocated to the state to be used in administering the Child Nutrition Programs.

State Fiscal Year ..... A period of twelve calendar months beginning July 1 and ending June 30.

Supervisory Assistance Review ..... An activity to assist local School Food Authorities and sponsors in their administration and operation of child nutrition programs.

Underclaim ..... A claim for an amount less than that which is legally reimbursable.

Walk-Over School ..... An attendance center which moves children to food preparation and serving center.

Warrant ..... A check paid to the School Food Authority or sponsor for meals and/or milk claimed for reimbursement during a reporting period.

The following definitions were adopted for all state plans by the Executive Committee on April 15, 1977.

Goal ..... An abstract or theoretical, but concise, statement which defines the desired results toward which the organization's efforts are directed.

Objective ..... A concise statement indicating a desired outcome of a program which will contribute to a goal to which it is related, but, unlike the goal, is stated in realistic achievable and measurable terms.

Types of Objectives

Operational or Process Objective ..... A statement identifying a specific responsibility relative to specific tasks to be accomplished within a defined time frame.

Product Objective ..... A statement indicating an expected specific product to be accomplished within a defined time frame.

Activity ..... Action or procedure designed to accomplish the specific objective which has been established for a specific program.

Strategy ..... Summation of activities designed to accomplish an objective.

Certification By Commissioner of Education

State of Kansas. I hereby certify that the attached State Plan was duly adopted by the State Agency on May 8, 1979, and will constitute the basis for participation of the State of Kansas under the National School Lunch Act at the Child Nutrition Act of 1966 and amendments thereto.

6-6-79
Date

Signature
Commissioner of Education

State Plan for Fiscal Years 1980-1982
School Food Service

The following are the comments received from the State Governor on the Annual Program Plan.

STATE OF KANSAS

OFFICE OF THE GOVERNOR
State Capitol
Topeka 66612

John Carlin *Governor*

April 9, 1979

Dr. Merle R. Bolton
Commissioner of Education
Kansas State Department of Education
Kansas State Education Building
120 East 10th Street
Topeka, Kansas 66612

Dear Commissioner Bolton:

I have reviewed your Department's Plan for School Food Service and this year's plan continues to be a valuable document in outlining the problems and setting goals and objectives for their resolution in the area of school fund programs.

As we all know, the school breakfast program is an important factor in promoting the health of our school children, especially those from poverty families. The Department's goal of increasing the number of schools participating in this program is encouraged and has my full support.

I appreciate the opportunity to review these plans.

Sincerely,

JOHN CARLIN
Governor

JC:en